

URBAN MUNICIPAL
CA4 ON HBL W26
M35 1991

URBAN/MUNICIPAL

MINUTES OF THE OPERATIONS
MANAGEMENT COMMITTEE OF THE
BOARD OF EDUCATION FOR THE
CITY OF HAMILTON



URBAN/MUNICIPAL
CA4 ON HBL w26
M35 1991

JANUARY, 8 1991

MINUTES OF THE
***OPERATIONS
MANAGEMENT
COMMITTEE***

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OPERATIONS MANAGEMENT COMMITTEE

1991 01 08

GENERAL

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ELEMENTARY/SECONDARY

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MINUTES OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 01 08

Present: S. Hill (Chairman); Trustees Baskin, Desmarais, McWhinnie, Penner, A. Stewart and M. Cunningham.

Not

Present: Trustee Rogers.

Also

Present: Trustees Allen, Bishop, Clarke, Hicks, Johnston, Kennedy, Korz, Lowe, Mulholland and R. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
P. Shewfelt, Superintendent of Finance and Treasurer
D. Skidmore, Superintendent of Program
B. Sinclair, Superintendent of Human Resources
R. Orlando, Superintendent of Plant
R. Kawai, Superintendent of Information Management Services
M. Quinn, Superintendent of Schools - Area 1
N. Nicholls, Superintendent of Schools - Area 2
R. Binns, Superintendent of Schools - Area 3
P. Gillie, Superintendent of Schools - Area 4
D. Rothwell, Superintendent of Schools - Area 5
S. Rogers, Assistant to the Secretary

Mrs. Hill called the meeting to order and asked for confirmation of the minutes.

Moved by Mr. McWhinnie:

That the minutes of the 1990 12 11 meeting be approved.

CARRIED.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Asbestos in our Buildings: Mr. Orlando reported that no major work other than day-to-day repairs will be undertaken prior to the budget being approved.

Update

It was agreed:

That the verbal update regarding Asbestos in our Buildings be received for information.

Interim Report from the officials regarding an overall plan to establish a Senior Citizens' Drop-In Centre - Lake Avenue School Property

Mr. Rielly stated that City Hall officials were pleased with the direction set by the December motion with respect to this centre. A response from them is anticipated within the next few months and will be brought to the committee.

It was agreed:

That the verbal Interim Report from the officials regarding an overall plan to establish a Senior Citizens' Drop-In Centre - Lake Avenue School property be received for information.

NEW BUSINESS:**Membership Fees:****a) Canadian Education Association**

Moved by Mrs. Baskin:

That the 1991 membership fee of \$3,964.56 (\$3,705.20 + \$259.36 Goods and Services Tax) be paid to the Canadian Education Association. **CARRIED.**

b) Ontario Public School Boards' Association

Moved by Mrs. Clarke:

That the 1991 membership fee of \$69,282.50 (\$64,750.00 plus \$4,532.50 Goods and Services Tax) plus the Legal Defense Fund Levy be paid to the Ontario Public School Boards' Association.

Mrs. Clarke referred to the 1991 Report to Membership detailing information about the Association, the membership fees and Legal Defense Fund Levy. She cited several examples of the work performed by the Association, particularly lobbying at Queen's Park, adjustments under the Pooling assessment, the establishment of an insurance consortium and the provision of up-to-date information through FAST Reports. She acknowledged the increased membership fees but stressed the benefits of belonging to OPSBA.

Trustees Kennedy, Stewart and Korz opposed renewal of the OPSBA membership. Mr. Kennedy questioned whether the benefits derived from this Association warrant the membership cost while Mr. Stewart noted the Association was lobbying in favour of Lot Levies which this Board originally opposed. Mr. Korz believed many of the functions carried out by OPSBA could be handled within this Board.

Trustees Bishop and A. Stewart expressed their appreciation for the quality of news briefs provided by the Association and emphasized the need for a common voice through which School Boards could lobby their concerns at Queen's Park on province-wide issues.

Mr. Hicks hoped the representatives on this Association would urge their Operations Committee to use guidelines that reflect the economic times. He also expressed concern regarding the increased charge for the Legal Defense Fund.

Mrs. Hill reminded Mr. Hicks of the three-year payment option for the Legal Defense Fund Levy. In referring to the motion on the floor, she understood it represented a one year payment of this Levy.

It was clarified that the Agenda should reflect the OPSBA membership fee of \$64,750 prior to GST.

When Mr. Shewfelt cited a figure of \$59,062 as last year's membership fee and the legal levy of \$2,212, Mrs. Lowe stated her reservation with the 1991 Legal Defense Fund Levy.

Mrs. Hill referred to page 4 of the OPSBA Report which stated the intent was to set up a Legal Defense Fund through an initial contribution, and that the interest would be used for such defense.

It was Mrs. Clarke's belief, as this Board's OPSBA representative, that no legal levy would be assessed in the next few years as the Legal Defense Fund Levy indicated a payment option over three years.

Mr. Mulholland reminded trustees that approval of this fee in total represented an approximate increase of over 30% in a year when this Board has directed a 6% increase. While he maintained he has nothing against OPSBA, Mr. Mulholland considered it has outpriced itself. He suggested the Board offer to pay a 6% increase on its last year's membership fee. Mr. Mulholland felt that the officials are better able to accomplish changes in matters of education than those obtained through lobbying and preferred the money being spent in the system.

Mr. Penner elaborated on the benefits gained through the OPSBA Insurance Exchange with respect to liability and property insurance premiums.

Mr. Kennedy commented that many of Mr. Mulholland's comments were realistic and he suggested terminating membership for the year to reflect the budget reductions faced by this Board.

Dr. Johnston supported membership in OPSBA and recommended that if they are not meeting our needs it is our responsibility to ensure OPSBA is aware of specific needs. He considered the bulletins and materials received from OPSBA to be of great value. He requested the fees and legal defense fund levy be voted on separately.

While concerned about the 9.6% increase in membership fee, Mr. McWhinnie supported maintaining membership. Noting the impact of effective lobbying, Mr. McWhinnie hoped OPSBA would provide more assistance to local level lobbying, a direction in which trustees would play an important part. He did not support the Legal Defense Fund.

Mr. Allen recalled that OPSBA was organized three years ago during the secondary school funding issue and wondered if there was a need to continue this type of protection. He admitted some uncertainty as to the effectiveness of the Association and whether the money is effectively spent.

In answer to Miss Cunningham's query regarding the interest charge payment, Mr. Shewfelt indicated his understanding was the interest charge would reflect the average interest rate earned on the levy.

Miss Cunningham added her support for a separate vote on this motion so that concerns regarding the establishment of

the Legal Defense Fund could be expressed to the organization.

Responding to Mr. Korz, Mr. Rielly acknowledged that much of the information provided by OPSBA was available through various sources, particularly Hansard, but it was a matter of someone collecting pertinent data.

Mr. Korz considered the collection of such information as the role of Information Management Services. He then referred to local level lobbying and wondered if a further fee would be required to receive assistance at the local level.

Mr. Mulholland noted information was also available through various sources and suggested hiring a lobbyist for \$50,000 who would be committed totally to the interests of this Board. He maintained there has been no real direct advantage to this Board from this Organization that was not paid for dearly.

Mrs. Bishop referred to Page 7 of the Report to Membership which indicated an overall expenditure increase of 4.8% and reiterated some of the benefits derived through this organization such as insurance and pooling assessments.

Mr. Hicks noted that a 6% increase over last year's fee would result in an approximate increase of \$3,600, with a difference of only \$1,400 in this year's fee. He did not support the Legal Defense Fund Levy and questioned our legal obligation with respect to it.

Mr. Shewfelt preferred not to answer from a legal sense, but saw nothing wrong from the financial view.

Dr. Johnston queried the value of Queen's Park information gathered through local newspaper clippings. He outlined three reasons for supporting the motion: a) holding the new Government to their election promises b) the value of communication and action with other Boards, and c) the lobbying for funds by private schools.

Mrs. Lowe declared her appreciation for the honest discussion. She believed the organization fulfilled a function for smaller Boards. In view of the direction to officials for a 6% budget increase in 1991,

Mrs. Lowe moved in amendment:

That a 6% increase over last year's membership fee plus 7% GST be paid to OPSBA.

Mr. Korz warned that in not meeting OPSBA guidelines on page 8, the Board risks not only losing its membership in the organization, but wondered if the money would be refunded.

Mr. Stewart then questioned whether the Board had the option of not paying the Legal Defense Fund Levy.

Mrs. Clarke did not feel the Board could separate the two fees, and that membership in the Association would include payment of the Legal Defense Fund Levy.

Mr. Shewfelt, at Mr. Mulholland's request, provided figures relating to the overall increase taking the amendment into consideration.

Mr. Hicks would like to find out the response of the Association if the Legal Defense Fund Levy was turned down by this Board. He suggested that they reconsider this proposal over the next few years.

Mr. Allen reminded members that the delegates to OPSBA had approved the establishment of the Reserve Fund. Ms. Stewart added that these delegates are in the position to direct their funds as they deem appropriate and trustees should not criticize.

Mrs. Clarke, at Mr. McWhinnie's request, related the discussion at the time the Legal Defense Fund was approved by OPSBA delegates.

At this point in the meeting, the Chairman ruled the amendment out of order as she understood Boards must choose whether or not to be a member and pay the total fee.

Mr. Mulholland cautioned members that approval of the motion on the floor meant paying the Legal Defense Fund Levy.

Mrs. Hill indicated her intent to have a second vote regarding the payment on the Legal Defense Fund should the membership fee be approved.

A short discussion followed regarding a negotiated fee paid one year with the Association of Large School Boards of Ontario (ALSBO).

Mr. Mulholland challenged the chair's position in the belief that she could not call the question on the first part of Mrs. Clarke's motion, but must call the vote on full membership including the Legal Defense Fund Levy.

The challenge was put to a vote and was CARRIED.

Mrs. Hill agreed with Mr. Mulholland's interpretation, but simply wanted a vote on the option of a 1 - 2 or 3 year payment of the Legal Defense Fund Levy.

Mr. Mulholland indicated that would have to be a separate motion.

Mrs. Hill indicated the vote would be on the total of \$85,742.31.

Ms. Stewart pointed out the additional benefit of professional development for trustees through OPSBA.

Mrs. Hill clarified for the members that if the motion was defeated, the Board would not be a member of OPSBA; however, voting in favour included both the membership fee and Legal Defense Fund Levy. Payment options for the Legal Defense Fund Levy would be voted on following approval of this motion.

Dr. Johnston pointed out that Mrs. Hill's use of the figure \$85,742.31 in relation to the motion, limited trustees' ability to opt for a lower cost through a two- or three-year payment plan. He suggested an amendment that the OPSBA membership fee be paid and that the Legal Defense Fund Levy be spread over three years as this would reduce the payment for this year to \$74,769.10.

Mrs. Hill agreed that \$85,742.31 not be used and clarified that the original motion would read: "That the 1991 membership fee of \$69,282.50 (\$64,750.00 plus \$4,532.50 Goods and Services Tax) plus the Legal Defense Fund Levy be paid to the Ontario Public School Boards' Association."

Mrs. Clarke indicated her preference for three payment instalments of the Legal Defense Fund Levy.

Mrs. Hill called for the vote on the motion, indicating another motion would be needed to clarify the payment schedule of the Legal Defense Fund Levy if this motion was approved. The motion was LOST.

c) Association française
des conseils scolaires de
l'Ontario

Moved by Mr. Desmarais:

That the 1991 membership fee of \$1,546.86 be paid to the Association française des conseils scolaires de l'Ontario.

Mr. Desmarais volunteered to translate any information provided in the documents. He pointed out that the Association has limited its increase to 4.5% as a result of the economic times, then asked that the Association be contacted to verify GST payment.

The motion was put to a vote and was CARRIED.

d) Ontario Education
Research Council

Moved by Dr. Johnston:

That the 1991 membership fee of \$775.75 (\$725 + \$50.75 Goods and Services Tax) be paid to the Ontario Education Research Council.

Dr. Johnston asked support for the Council's work in providing scholarships to students for research projects.

The motion was put to a vote and was CARRIED.

Awarding of Contract for
Portable Requirements for
1991

Mr. Orlando requested this item be withdrawn to permit a further review of the system's portable needs for 1991.

In response to questions from Mr. Mulholland, Mr. Orlando explained that the funds in the amount of \$330,000 were required for items such as furnishings, supplies, ramps, electrical hook-ups, and additional parking spaces. Regarding the use of modular pods, Mr. Orlando maintained his preference for portables over modular pods.

In order to have the opportunity to order at this same price once the system's portable needs are known, Mr. McWhinnie requested that Mr. Orlando negotiate a 180-day expiry date on this tender.

Budget Communications Plan

Mr. Kawai introduced the new Budget Communications Plan outlining 21 strategies for January to June. Referring to the recommendations on page 15, he pointed out the revision from \$15,020 to \$11,420 resulting from the defeat of the OPSBA membership and the reduced cost in strategy No. 16. Mr. Forster then reviewed each strategy.

Moved by Mrs. Bishop:

That the following recommendations regarding the Budget Communications Plan be approved:

- a) That this new Budget Communications Plan supersede the report of 1990 12 11.
- b) That the strategies in this new plan be carried out at a direct dollar cost not to exceed \$11,420.

At Mrs. Bishop's request, Mr. Kawai provided the names of the membership of the Steering Committee for the Public Relations Committee as noted in strategy No. 1. Mrs. Bishop expressed her support for the initiatives; however, she was sceptical due to the lack of activity of these committees, the organization structure, and its authority. She suggested that Public Relations be reformed as well.

Mrs. Bishop objected to the wording of strategy No. 15, noting that the Home and School Association is a strong supporter of public school programs. Mrs. Bishop commented on the good co-operation between the Association and officials while noting the lack of response from trustees in attending Home and School meetings. She found it strange that their active work should be noted as a new initiative. Referring to No. 19, she questioned its implementation prior to a review of Adult Education arising out of budget review.

Mr. Rielly commented that while the review was underway, he did not want to lose sight of the many positive aspects of Adult Education. Mr. Skidmore added that Adult Education was clearly identified in their Program Department Audit and anticipates a plan relating to Continuing Education would come forward with the Reflections Paper in February.

Mr. Rielly then clarified with Mrs. Bishop that she would be satisfied with the deletion of the second sentence in No. 15 as well as the first sentence reflecting the "continued" co-operation of Home and School. Mr. Rielly assured her that

no slight was intended in the report's wording.

Mr. Forster affirmed he was impressed with the work of the Home and School Association and particularly the recent teacher appreciation event.

Mr. Korz approved of strategy No. 7 involving the OSSTF initiative, then referred to No. 10 and suggested this invitation be extended to the City Aldermen and Regional Council members. He was also pleased to see strategy No. 17 involving Cable 14. To his query about the cessation of Board meeting advertising in the newspaper, Mr. Forster related that the Spectator never gave an explanation for discontinuing this service. Mr. Korz appreciated Mrs. Bishop's concern that the Public Relations Committee be streamlined and its authority delineated. He concluded by offering to share his extensive collection of Metro School Boards' pocket-size quick facts as outlined in strategy No. 8.

Mr. Kawai commented that the review of the structure of the System Public Relations Committee had been delayed by work on the Budget Communication Plan.

Mrs. Baskin questioned the additional expenditure for several reasons: the Board already has a Public Relations Budget; the tremendous amount of staff time, both during and after hours; and the additional cost of \$15,000. Noting schools are a popular area with the press, she felt Mr. Forster did a remarkable job and stated she felt this exercise was a waste of time. When she queried the authority for the budget communications plan, Mr. Hicks informed her it was part of the Budget Review Committee mandate. Referring to the small turnout at the public budget meeting called by Alderman Hinkley, she considered further public meetings unnecessary and stated she would vote against the motion.

Mr. Stewart remarked that only three of the strategies were cost heavy, No's. 21, 9 and 7. He then asked for the costs involved in No's. 7 and 8.

Mr. Forster replied that strategy No. 8 was labour intensive whereby No. 7 involved developing a common theme and might involve media costs. He pointed out that working with the teachers on the project made sense. He concluded by noting that it was important that the Aldermen be invited to meetings by trustees.

Miss Cunningham advised that she and Mrs. Clarke would be attending a 1991 01 21 Home and School Association meeting regarding ways to augment the communications plan. She believed they had some good suggestions to work with trustees and Board in different areas plus a good appreciation of the work done by trustees. These suggestions would be brought back to this committee. Miss Cunningham alluded to the large number of donated personal hours in this report before suggesting the number of staff hours involved in trustee meetings could be reduced. She proposed a refinement in the plan to handle some of the less costly areas of interest.

Mr. Kennedy echoed Miss Cunningham's comment regarding the amount of staff time involved in trustee meetings. He noted that approximately 21 of the schools had active Home and School Associations but that all schools had another group to be considered: active volunteers.

Noting the generic direction and focus of the plan, Mr. Allen stated his expectations were for a dynamic plan focusing on the budget and the cost of education to promote better understanding among taxpayers. He added that he had met with Mr. Jim McDowell, Director of Communication for the Hamilton and District Chamber of Commerce. Mr. McDowell would welcome an opportunity to discuss the budget on his cable program hosted from City Hall. His other major concern was who would have responsibility for the co-ordination and implementation of these initiatives.

Regarding co-ordination, Mr. Kawai indicated the majority of this responsibility would be Mr. Forster's and his department. Alluding to Mr. Allen's comments for a more dynamic plan, Mr. Kawai pointed out this particular report involved the structure rather than the specific messages that would be used.

Mr. Mulholland's reasoning paralleled that of Mr. Allen's and he felt that as Communications Officer, this plan should be considered part of Mr. Forster's job. Mr. Mulholland drew attention to the many parent associations not associated with the Home and School Association and hoped they would also be part of this communications plan.

Mr. Forster agreed the plan was his responsibility; however, he remarked on the labour intensive nature of this plan and the commitment of the members of the Public Relations committees, who mainly meet outside school hours.

Ms. Stewart was pleased with the direction of the report. She then referred to the effectiveness of Mr. Shewfelt's overhead presentation at the public meeting December 15th. She felt the Board must be aware of how it is perceived by the public and that during tight economic times all people holding "safe" jobs could be targeted as contributing to the cost of the taxpayer.

Mr. Hicks asserted that it was the opinion of the trustees on the Committee to Study the Budget Review Process that a communications plan was needed. He understood the report to be the process to which detailed information will be added. He stated his respect for Mr. Allen's opinion regarding public relations. He stressed the need for the Board of Education to promote itself and the changes resulting in increased cost for the delivery of education, as an example, computers. He cited two examples of seniors "ownership" in the system and the resulting support and understanding. He believed the business part of education must include public relations. While he did not agree with all of the report, he felt it was excellent and that it was imperative to "catch up" in public relations in comparison to other Boards.

Mr. McWhinnie echoed Mr. Allen's earlier comments and, noting the lack of time, questioned when the draft of the message content would be presented. He wanted the content to be coordinated and well thought out.

When Mr. Kawai indicated this had been discussed at the workshop in December, Mr. McWhinnie responded he did not think there was a clear message presented at that meeting. He agreed that Mr. Shewfelt's presentation was excellent, but if it was to be used, further material and information would be required.

Mr. Forster pointed out that timing as well as message content was important.

Mr. McWhinnie suggested that any time throughout the year the opportunity presents itself to educate the public on any aspect of education, not just the taxes, trustees and the Board must be prepared to respond. He urged that a reference document be prepared which trustees could quote during discussions with the public, as well as packages of follow-up information.

Mr. Kawai noted that although some of these initiatives are underway, others would not be implemented for several months, for a continual public relations package.

Mrs. Bishop commented on the poor public image of trustees and education. In looking over the report and listening to the discussion, she believed some mechanism was needed to develop a central, unitary message so as to avoid contradictory messages. She was also concerned about the budget focus, delivery and the time involvement of staff and trustees. She asked that her motion be withdrawn and replaced with the following motion:

That the motion regarding the Budget Communications Plan be withdrawn and that this document be referred to a reconstituted Communication's Advisory Committee.

Mrs. Hill called a vote on the withdrawal of the motion and it was LOST.

The original motion was put to a vote and CARRIED.

Request re 1992 25th
Anniversary, Sir Winston
Churchill

Mr. Binns explained that a request has been received for permission to hold a beer, wine and cheese reception following Sir Winston Churchill's 25th Anniversary opening ceremonies Friday, 1992 06 05. He noted that alcoholic beverages would only be available between 21:30 hours and 22:30 hours. with attendance limited to alumnae, plus present and former staff members.

Mr. Rielly outlined several previous occasions when permission was granted to serve alcohol on school property.

Mrs. Hill explained that permission is being sought as the Board has no policy regarding alcoholic beverages.

Moved by Mr. Stewart:

That the request of the Sir Winston Churchill Secondary School Alumnae Committee to obtain a wine and beer license for a reception following the 25th Anniversary opening ceremony on Friday, 1992 06 05, be granted.

CARRIED.

Request for support from
the Arts Council of Ontario

Mr. Rielly noted the benefits to be derived from this Association and expressed support for the Arts in general. However, he concluded that officials are reluctant to support this request at the present time due to the financial constraints of the Board.

Moved by Mrs. Baskin:

That the request of the Arts Education Council of Ontario for financial support in the amount of \$2,850.00 be received and filed.

Trustees Allen and A. Stewart spoke in support of the motion.

Ms. Stewart questioned the appropriateness of a joke on page 28 of the January issue of ART News and Notices and asked that material being distributed to schools be edited very carefully. Mr. Rielly assured her that ART is distributed only to staff.

The motion was then put to a vote and was CARRIED.

Report of the Special
Education Advisory
Committee

Moved by Mrs. Bishop:

That the following recommendation of the Special Education Advisory Committee be approved:

a) That the Special Education Advisory Committee (Hamilton Board of Education) support the initiative of the Wentworth County Board of Education for a joint Special Education Advisory Committee meeting with the three area School Boards.

CARRIED.

March Meeting Date

Mr. Rielly noted the regular March meeting date coincided with March Break, and suggested members may wish to consider Tuesday, 1991 03 05 as an alternative date. Mr. Desmarais, Chairman of the French Language Section, has facilitated this arrangement by agreeing to the possibility of moving the French Language Section meeting to Wednesday, 1991 03 06.

Moved by Miss Cunningham:

That the March, 1991 meeting of the Operations Management Committee be rescheduled to Tuesday, 1991 03 05 at 18:15 hours.

ELEMENTARY/SECONDARYNEW BUSINESS:Recommendations of the
Director of Education

Moved by Mrs. Bishop:

That the recommendations of the Director of Education be approved.

Mr. Stockwell advised trustees of a change in date for clause (i) to 1991 08 - 15 (Mid-Winter break).

When Mr. Korz expressed concern about the trip to France in view of the pending Gulf crisis, Mrs. Hill assured him that all trips using air travel would be taken under advisement by the officials if a trip was perceived to be in any danger.

Requesting that trustees be kept up-to-date on this situation after January 15th, Mr. Korz added he wished to avoid a large financial loss to students resulting from late cancellation of a trip.

In reply to questions, Mr. Stockwell stated these were eight French Art students but he was unaware of whether they were from the basic, general or advanced level.

Mrs. Nicholls added that the opportunity to participate in the trip would have been available to any level student; however, as this trip was for senior students, it would be unlikely that any "W" level students would have that opportunity at the present time.

The motion was then put to a vote and was CARRIED.

Update re Allenby School
Closure

Mr. Quinn provided a verbal update detailing the process he initiated following the June 26th motion that Allenby be considered for closure. A public meeting was held on November 22nd at which the Board Closure Policy, time lines, and projected enrolment figures were discussed. Trustees Bishop and Hill, and Messrs. Binns and Quinn and Principal B. Wilson, along with members elected by the community comprise the membership of the Review and Analysis Committee. The first meeting of this committee will be at 6:30 p.m., Tuesday, January 15th. Mr. Quinn anticipates this committee working throughout the period January to May, with a report to this committee in June and possible recommendations from the officials in late Fall. Mr. Quinn will provide periodic updates during this period. He noted that December, 1991 completes the 18-month requirement as set out in the Board's Closure Policy.

It was agreed:

That the verbal update regarding the Allenby School Closure be received for information.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

URBAN/MUNICIPAL

CA4 ON HBL W26
M35 1991

FEBRUARY, 12 1991

Minutes of the

OPERATIONS MANAGEMENT COMMITTEE

GOVERNMENT DOCUMENTS

FEB 22 1991

URBAN MUNICIPAL



**THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON**

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OPERATIONS MANAGEMENT COMMITTEE

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ELEMENTARY/SECONDARY

NEW BUSINESS:

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THE
FEDERAL BUREAU OF INVESTIGATION

1951-52

1951-52

REPORT OF THE DIRECTOR

1. Report on the activities of the Bureau during the year 1951-52.

1951-52

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1951-52

1951-52

1. Report on the activities of the Bureau during the year 1951-52.

MINUTES OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 02 12

Present: S. Hill (Chairman); Trustees Baskin, Desmarais, McWhinnie, Penner, Rogers, A. Stewart and Cunningham.

Also

Present: Trustees Allen, Bishop, Clarke, Deans, Hicks, Korz, Mulholland, Paquin and R. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
P. Shewfelt, Superintendent of Finance and Treasurer
D. Skidmore, Superintendent of Program
B. Sinclair, Superintendent of Human Resources
R. Orlando, Superintendent of Plant
R. Kawai, Superintendent of Information Management Services
M. Quinn, Superintendent of Schools - Area 1
N. Nicholls, Superintendent of Schools - Area 2
P. Gillie, Superintendent of Schools - Area 4
D. Rothwell, Superintendent of Schools - Area 5
R. Lavoie, Superintendent of Schools - French as a First Language
G. Rutledge, Controller
S. Rogers, Assistant to the Secretary

Mrs. Hill called the meeting to order, noting regrets were received from Dr. Johnston.

Moved by Canon Rogers:

That the minutes of the 1991 01 08 meeting be approved as presented. CARRIED.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Report on Home and School
meeting - Trustees Clarke
and Cunningham

Miss Cunningham thanked Mrs. Clarke for her assistance at the Home and School Council meeting. She reported on the good dialogue that ensued regarding communication and the need for public education to be recognized for its value, not just the people in the system.

It was agreed:

That the verbal report regarding the Home and School meeting be received for information.

NEW BUSINESS:

Budget Review Meeting Dates

Recalling committee discussion, Mr. Hicks communicated the hope that not all the meeting dates listed would be required.

Noting that while the meeting dates within the report were tentative, Mr. Shewfelt drew attention to the April 22nd City Hall deadline for receiving the Board's approved budget.

Moved by Ms. Stewart:

That the Budget Review Meeting Dates be received for information. CARRIED.

Cash Flow Report

Mr. Newman, Accounting Analyst, presented the Cash Flow report as of 1990 12 31.

Moved by Canon Rogers:

That the Cash Flow Report as of 1990 12 31 be received for information. CARRIED.

Short Term Investments Report

Mr. Newman briefly reviewed the report for the members.

In response to Mr. McWhinnie's question about the deficit or surplus, Mr. Shewfelt indicated that he expects the 1990 budget to either "break even" or have a possible surplus of up to \$500,000.

Moved by Mrs. Clarke:

That the Short Term Investments Report as of 1990 12 31 be received for information. CARRIED.

Appointment of Architects for 1991

Mr. Orlando presented the report.

Moved by Mr. Korz:

That the Superintendent of Plant engage the following Architects for renovations:

- a) The firm of Moeller & Hassell for professional services for the renovation of Gibson and Tweedsmuir Elementary Schools.
- b) The firm of Rankin Architect Inc for renovation of Hillcrest Elementary School.
- c) The firm of Svedas Koyanagi for renovation of Memorial Elementary School.

CARRIED.

National Teacher Appreciation Week - Home and School Association

Mrs. Hill called on Mrs. Margaret Campbell, President of the Hamilton Council of Home & School Associations to speak on this item. Mrs. Campbell advised that, in its fourth year, National Teacher Appreciation Week is Canada-wide. Commenting that parents often forget to thank teachers for the positive experiences their children receive in school, Mrs. Campbell outlined the efforts of the Home & School Council to raise awareness in the schools and community. She acknowledged Mr. Rielly's contribution to this work.

Moved by Mr. Korz:

That the Board recognize National Teacher Appreciation Week, 1991 02 11 - 15. CARRIED.

**Letter from the Ontario School
Trustee's Council regarding
the Ontario Secondary School
Students Association**

Mr. Rielly indicated this letter had been included as information and that funds for this organization (approximately \$2,300) had been provided in the budget, but would be subject to Budget Review.

It was agreed:

That the correspondence from the Ontario School Trustee's Council regarding the Ontario Secondary School Students Association be received for information.

**Correspondence from the
Ottawa Board of Education re:
Costs of educating immigrant
students**

The members were reminded that this request was referred to the Operations Management Committee by Board motion, 1991 01 17.

Mrs. Clarke recommended supporting the Ottawa Board of Education in this matter.

Moved by Mrs. Clarke:

That the Board endorse and support the Ottawa Board of Education's letter to the Minister of Education regarding the costs of educating immigrant students.

Miss Cunningham added that this topic was discussed at a meeting last evening with the Minister of Education, Mr. Rielly, Mr. Desmarais and herself. Recognizing this was a problem that must be dealt with, she expressed concern that federal grants will not be forthcoming to address this issue.

The motion was then put to a vote and **CARRIED.**

Report regarding Student Trips

Mr. Stockwell reported that officials have been monitoring the Gulf War situation with respect to student overseas trips. While these trips serve a valuable educational experience and there have been few terrorist acts, Mr. Stockwell remarked that deferring a decision any longer to cancel the trips would result in a greater loss of funds. Stressing student safety, he also expressed concern about the financial commitment and lost deposits as a result of this decision.

In connection with the Glendale/Northamptonshire exchange, it was generally acknowledged among the members that this was not a "black and white" situation. Northamptonshire students are currently visiting here in Hamilton and are expecting to host Glendale students on their return trip to England.

Mr. Hicks questioned the Board's liability in a situation where parents give permission for students to travel despite the trip cancellation by the Board.

Mr. Stockwell related that the solicitor recommended waivers be prepared to be signed by parents acknowledging their understanding that the trip is no

longer authorized and endorsed by the Board and, therefore, it would be unlikely that the Board could be held liable. Unfortunately, teachers would also be placed in an awkward situation as the Board could no longer authorize them as a Board representative and would also be required to sign a waiver.

Mr. Hicks pointed out that years of Irish Republican Army terrorist activities have not resulted in cancelled trips to England and that many parents question cancelling such a trip due to the Gulf War. While supportive of the motion, he empathized with students and parents, particularly as he understands the exchange has been a wonderful experience.

Mr. Stewart was opposed to the recommendation and referred to a Spectator article which indicates that until the Federal Government declares it unsafe to travel overseas, people will lose their financial deposit. He believed it was more dangerous to send students to New York City than to England or France and questioned denying only these trips and not all trips because of the danger element.

Canon Rogers, while recommending no decision be made but that the situation continue to be monitored, also spoke against the Board considering reimbursement of lost funds.

Ms. Stewart preferred to err on the side of caution and asked about insurance, travel arrangements as well as parent response.

Mr. Stockwell responded that travel arrangements are made by the school once Board approval for the trip is given. Travel insurance is involved but only covers illness or death in the immediate family and would not apply in this situation, making the decision to cancel even more difficult. Regarding parents, he said their reactions range from withdrawing students from trips to endorsing the continuation of the trips. Others are waiting for a Board decision.

Regarding Mrs. Deans' inquiry about the Toronto Board giving full refunds, Mr. Stockwell understood that the Toronto Board has set aside \$200,000 to cover refunds as a result of trip cancellation. In a poll of local Boards, he advised that no other Boards had followed this direction. Of the \$95,000 total cost for the four overseas trips, he believed that approximately \$16,000 may not be recoverable, however, this was difficult to assess as travel agents and airlines are not prepared to be definitive, although some airlines have indicated that they may issue travel vouchers.

Concerned that lost deposits may represent money earned by students, Mrs. Deans asked if federal members had been contacted as this situation was happening across

Canada.

Mrs. Bishop agreed the Board should not unnecessarily expose students to danger, however, due to personal family travel plans, she could not vote in favour.

Mrs. Baskin was in complete agreement with the officials' decision as she felt the Board could be held liable if trips were not banned. She pointed out that trustees are bonded and could be held responsible, and that loss of money was easier to accept than loss of life.

Mr. Korz requested a recorded vote.

When Mr. Desmarais questioned whether the motion dealt with trips other than overseas, Mr. Stockwell confirmed that trustees may wish to include the two trips to the United States involving air travel. Mr. Stockwell related that the solicitor had not distinguished between overseas and out of country trips, possibly as the Board's liability would not differ in either circumstance.

Mrs. Clarke wondered if trip cancellation should be a parent responsibility rather than a school responsibility and Mr. Stockwell agreed it becomes difficult if the Board does not take a position and leaves it strictly up to the parent. Currently, they are under an obligation to meet a financial commitment.

Mr. Allen urged trustees to identify this matter as a corporate decision, weighing the Board's liability and the danger to students, and support the recommendation. He noted many businesses are banning travel as a corporate decision.

Mr. McWhinnie felt the ban on travel to Europe was the appropriate decision.

Moved in amendment by Mr. Stewart:

That all Board approved trips requiring air travel be cancelled.

Mr. Stockwell pointed out that it was not simply a matter of air travel; acts of terrorism frequently happen in subways and public buildings. Acknowledging the decision was a judgment call, Mr. Stockwell said the recommendation dealt with European trips because it was thought acts of terrorism would first occur there.

Ms. Stewart believed that it was the Board's responsibility to ban trips, not negate this responsibility to the parent.

Trustees Baskin and Desmarais spoke against the amendment. Citing the dates of the two United States trips, Mr. Desmarais suggested that they be considered at a later date.

When Mrs. Deans questioned the Board's legal responsibility to refund deposits if trips were cancelled, Mr. Stockwell remarked that the solicitor was continuing to research that particular situation.

Mr. Hicks suggested that legal clarification also be obtained about the Toronto Board using taxpayers' money to subsidize trip refunds.

Mrs. Hill called for a vote on the amendment. However, as it was noted that the recommendation in the report had not been moved, she deemed the amendment to be a motion on the floor.

Mr. Korz clarified that if the motion was defeated another could be presented.

At Mr. Mulholland's request, Mr. Stockwell explained why trips require Board approval. When Mr. Mulholland questioned why students could not travel during the break period even if the trips were cancelled by the Board, Mr. Stockwell indicated that students may chose to go even though it is not a Board authorized trip but the solicitor recommends that a waiver should be signed.

Mr. Stewart, in the belief that approving the trips was an indication that it was safe for a trip to proceed, asked permission to remove his motion if the Board is putting itself in legal jeopardy by approving some air trips and not all.

Mrs. Hill called a vote on removing the motion from the floor and it was CARRIED.

Moved by Miss Cunningham:

That the following Board approved overseas trips be cancelled:

Glendale - Northamptonshire, England 1991 03 08-18
Westdale - London/Paris 1991 03 08-17
Delta - Paris 1991 03 08-16
G.P. Vanier - Paris 1991 03 08-15

Miss Cunningham agreed with Mrs. Baskin that this does not prevent the Board from approving other trips in the future.

The motion was put to a vote and was CARRIED with Trustees Baskin, A. Stewart, Allen, Mulholland, Deans, Korz, McWhinnie, Clarke, Penner, Paquin, Desmarais, Hicks and Cunningham in favour, and Trustee Bishop opposed.

Moved by Mr. Korz:

That the Board lobby the federal government, in particular area MPP's, local government MP's and the Minister of Transportation regarding a provision for

reimbursement of student trips overseas cancelled due to the Gulf War.

Stating it was necessary for External Affairs to declare overseas travel unsafe in order for insurance to cover such cancellations, it was suggested by Mr. Stewart that the motion be reworded to read:

That the Board lobby the External Affairs Department to declare overseas travel unsafe.

Mrs. Baskin voiced her opposition against a motion to lobby the Government in the belief that individuals have the right to travel.

Moved in amendment by Mrs. Deans:

That the Board lobby the External Affairs Department to declare overseas travel unsafe for students.
LOST.

The motion was put to a vote and was LOST.

Amendments to Bill 12 re number of trustees for 1991 Elections

Mr. Rielly presented the report which explained that the resolution passed in February, 1988 to increase the number of trustees by two members has been voided by Bill 12. He outlined the options available to increase or decrease the size of the English Language Section of the Board and emphasized that the decision would require a three-quarters majority vote at Board. Under Bill 75, a minimum of three French Language Section trustees is required.

Moved by Mr. Mulholland:

That in accordance with changes to the Education Act dealing with the number of trustees for election, this Board makes a determination for a complement of two trustees per ward representing the English Language Section, for a maximum of 16 English Language trustees, for the 1991 election.

Mr. Mulholland spoke of the difficulty in continuing to justify the present arrangement of three trustees in Wards 7 and 8 and two in all other wards. He believed that this was an opportunity to rectify the large concentration of trustees from one area of the city and allow a fair, more balanced vote.

When Mr. Korz asked if no action was taken on this item, would the number of trustees remain the same for the next election, Mr. Rielly responded in the affirmative. However, Mr. Mulholland pointed out that if the February 1988 resolution was voided it would nullify the 18 trustee count and result in a count of 16.

Canon Rogers supported the motion.

Mrs. Bishop queried the present number of Wentworth County trustees, reminding the members that the reason the number of trustees was originally increased from 16 to 18 was the concern over possible amalgamation with the Wentworth County Board who had 18 trustees on their Board. She spoke against reducing the number to sixteen.

Several trustees pointed out errors within the Research Department's Statistics regarding Ward Populations. Mr. Jackson offered to supply the corrected information.

Noting that the system was being asked to reduce, Mr. Allen advocated a reduction in trustee numbers. Ms. Stewart also agreed with the reduction. She commented that if population was the determining factor for the number of trustees per ward, that Wards 1 and 2 would soon require another trustee due to the increase in the immigrant population.

Mr. Hicks commented that his concern was the whole ward structure itself and that he would prefer 12 or 14 smaller wards with one alderman and trustee per ward.

Citing the dramatic increase in construction on the south mountain, Trustees Deans and Korz opposed the motion. Mr. Korz also pointed out that the population figures provided by the Research Department were nearly three years out of date and failed to include the recent housing growth on the south mountain.

Mr. Jackson explained that the current city population total is 312,000 but this figure could not be broken down into ward populations by City Hall, necessitating the use of the 1988 statistics.

The motion was put to a vote and was CARRIED.

Report of the Committee to Study the Budget Review Process

Mr. Hicks reported that the reduction proposed in the report would reduce the budget book to approximately 100 pages, but that all the information would still be available for trustees. These changes to the budget book are a result of the on-going process to shorten budget meetings to three or four evenings. Mr. Hicks expressed his desire to have a meeting next week to receive information from officials about cut backs or reductions prior to the budget period.

Moved by Mr. Hicks:

That the following recommendation of the Committee to Study the Budget Review Process be approved:

- a) That the proposal for a new budget book, subject to some minor format changes, be approved.

Mr. Stewart expressed concern that cuts would not be shown in the reduced budget book.

Mr. Shewfelt stated his understanding that the Director will bring forward a report and any reductions that are adopted from that report would be reflected in the budget book. After that budget has been finalized, trustees would be provided with updated pages for their budget books.

Emphasizing his concern was to know the consequences of reductions, Mr. Stewart used the example of the personnel package in which the reduction of one position may eliminate a program.

Mr. Rielly assured Mr. Stewart that prior to the budget book being issued this type of information would be presented to the trustees in a report that would fully disclose the reductions and the additions.

The motion was put to a vote and was CARRIED.

Report of the Special Education
Advisory Committee

Moved by Mrs. Bishop:

That the following recommendation of the Special Education Advisory Committee be approved:

a) That approval be given to a joint SEAC meeting to be held in the Spring, to meet other Boards' Special Education Advisory Committees, and to be hosted by the Hamilton Board of Education.

CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director
of Education

Moved by Mrs. Baskin:

That the recommendations of the Director of Education be approved.

At Mrs. Deans' request, Mr. Skidmore explained that the Umbrella Articulation Agreement would allow the expansion of the current articulation program with Mohawk College.

Mr. Hicks cautioned that financial grants to this program may be cut and asked that both parties in the Agreement understand and clearly define responsibilities and commitment.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

STATISTICS REGARDING WARD POPULATIONS
Revised February 13, 1991

	WARD 1	WARD 2	WARD 3	WARD 4	WARD 5	WARD 6	WARD 7	WARD 8	CITY TOTAL
TOTAL POPULATION	33181	36008	40972	37172	39226	36669	42112	41820	307160
(AS OF AUGUST, 1988)									
WARD AS % OF TOTAL	10.80%	11.72%	13.34%	12.10%	12.77%	11.94%	13.71%	13.62%	
BIRTHS IN 1990	399	533	742	551	483	508	736	485	4437
(INCLUDES PUBLIC AND SEPARATE)									
WARD AS % OF TOTAL	8.99%	12.01%	16.72%	12.42%	10.89%	11.45%	16.59%	10.93%	
H.B.E. ENROLMENT	4442	3263	4966	5771	4058	5124	6564	6097	40285
(AS OF SEPT 28, 1990)									
WARD AS % OF TOTAL	11.03%	8.10%	12.33%	14.33%	10.07%	12.72%	16.29%	15.13%	

Research Services Department
Hamilton Board of Education
February 13, 1991

	WARD 1	WARD 2	WARD 3	WARD 4	WARD 5	WARD 6	WARD 7	WARD 8	CITY TOTAL						
ELEMENTARY															
ALLENBY	62	BENNETTO	301	A. HOODLESS	477	A.M.CUNIGHM	357	E. BAGSHAW	360	C.E. STIRLG	620	BURKHLDR DR	286	BUCHANAN PK	490
DALEWOOD	314	CENTENNIAL	500	A.C.E.S.	38	FAIRFIELD	269	GLEN BRAE	300	FERNWOOD PK	252	CARDINAL H	320	CHEDOKE	435
E.KITCHENER	473	CENTRAL	157	GIBSON	295	HILLCREST	287	GLEN ECHO	234	HAMPTN HGTS	427	COMLEY	159	HOLBROOK	269
G.R. ALLAN	524	DR. DAVEY	304	K. GEORGE	254	HILLSDALE	241	LAKE AVE.	518	HUNTINGTN PK	389	EASTMNT PK	279	S.A.M.	140
P. PHILIP	250	HESS ST.	421	MEMORIAL	645	L. GEORGE	202	RED HILL	256	LISGAR	340	FRANKLIN RD	349	J MACDONALD	235
RYERSON	392	STINSON ST	284	PRINCE OF W	588	PARKDALE	204	ROSEDALE	226	P. MEMORIAL	337	GL ARMSTRNG	547	MOUNTVIEW	299
STRATHCONA	245	QUEEN VIC.	200	ROBERT LAND	295	QUEEN MARY	549	S.I. BROCK	258	R. BEASLEY	333	LAWFIELD	420	R A RIDDELL	747
				SANFORD AVE	346	ROX PARK	354	S.W.LAURIER	700			LINDEN PARK	218	SENECA	273
				TWEEDSHUIR	308	VIS. MONT	353					L. ALEXANDR	346	WESTVIEW	359
						WOODWARD	262					NORWOOD	464	WESTWOOD	419
						W.H.BALLARD	680					P. JOHNSON	415		
												QUEENSDALE	251		
												RIDGEMOUNT	265		
												RYCKMAN'S C	96		
												THORNERAE	462		
												VERN AWES	288		
WARD SCHOOLS	7		7	9	11		11	8	7	14					73
WARD ENROLMENT	2260		2167	3246	3758		3758	2852	2698	5165					25812
COMPOSITE															
WESTDALE	1403	S.J.A.M.	1360	SCOTT PARK	1045	DELTA	1026	GLENDALE	1206	SHERWOOD	1165	HILL PARK	1093	S.A.M.	1301
G.P. VANIER	406			S.W.C.	954					BARTON	1235			WESTMOUNT	863
															13106
VOCATIONAL															
AINSLIE WD	347			PARKVIEW	391					CRESTWOOD	251	CALEDON	200		1189
ALTERNATIVE															
LAWRENCE	14													PHOENIX	35
WARD ENROLMENT	2156		1374	1436	1980		1980	1206	2400	1344					14295
TRAINABLE															
WESTDALE	15	QUEEN VIC.	6	S.W.C.	19					SHERWOOD	4	HILL PARK	25	CHEDOKE	13
P. PHILIP	11			VIS. MONT.	14					HUNTINGTN PK	15	LINDEN PK	13	SENECA	19
										LISGAR	7				
										VINCENT M	17				
WARD ENROLMENT	26		6	0	33		33	0	43						178
WARD TOTAL ENROLMENTS	4442		3547	4682	5771		5771	4058	5141	6547				6097	40285
WARD AS % OF TOTAL	11.03%		8.80%	11.62%	14.33%		14.33%	10.07%	12.76%	16.25%				15.13%	

NOTE: G.P. Vanier is shown as a Ward 1 school to permit the table to balance to 40285.

**MINUTES OF THE
SPECIAL MEETING OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 02 21**

Present: S. Hill (Chairman); Trustees Baskin, Desmarais, McWhinnie, Penner, Rogers, A. Stewart and Cunningham.

Also Present: Trustees Allen, Bishop, Clarke, Deans, Hicks, Johnston, Kennedy, Korz, Lowe, Mulholland, Paquin, Patenaude Barker and R. Stewart.

Officials Present: K. Rielly, Director of Education and Secretary
 A. Stockwell, Associate Director of Education
 P. Shewfelt, Superintendent of Finance and Treasurer
 D. Skidmore, Superintendent of Program
 B. Sinclair, Superintendent of Human Resources
 R. Orlando, Superintendent of Plant
 R. Kawai, Superintendent of Information Management Services
 M. Quinn, Superintendent of Schools - Area 1
 R. Binns, Superintendent of Schools - Area 3
 P. Gillie, Superintendent of Schools - Area 4
 R. Lavoie, Superintendent of Schools - French as a First Language
 G. Rappolt, Assistant Superintendent of Program [Curriculum]
 S. Rogers, Assistant to the Secretary

GENERAL

Parent Presentation regarding the Cancellation of the Glendale/Northampton Exchange Trip (considered under Elementary/Secondary at Board - 1991 02 21)

Mrs. Hill called Mr. Martyn Goodger, spokesperson for the Glendale Student Exchange, to the table. She added that public input is important for trustees as it assists them in their dual role, i.e. to ensure public education in this jurisdiction is in accordance with the legislation of the province and to represent the interests and concerns of the community. She added that, as a trustee, taxpayer and parent, she regrets the breakdown in communication between the Board and the Glendale community in that they were not aware of the Board's intention to monitor the situation around overseas school trips with a view to possibly cancelling them. She welcomed Mr. Goodger and assured him the members are most interested in his presentation.

Mr. Goodger presented the report on the "Cancellation of Glendale Student Exchange with Weston Favell, Northampton, England", a copy of which had been placed on each trustee's desk.

Canon Rogers requested Mr. Goodger to elaborate on the statement in the report that the parents are "prepared to sign waivers releasing the Board from any indemnity regarding our students' travel on this exchange" and asked if this was the general thought of the group.

Mr. Goodger referred to a meeting of the parents at the school on Tuesday, 1991 02 19 at which parents were obviously unanimous in this matter. The parents are so concerned about this situation and they feel so strongly that this decision should be theirs that they are willing to sign a waiver as suggested.

Canon Rogers asked if Mr. Binns wished to comment on the response from the Board's legal advisors.

Mr. Binns reported that the Board's lawyer has prepared draft copies of a waiver form that could be used. However, the lawyer has also suggested that the parents seek independent legal advice to ensure they are clear as to what they are signing so that no repercussions can come back on the Board by claiming a lack of understanding as to what was being signed.

At Canon Rogers' request, Mr. Goodger reported on the success of the English students' visit, noting that the first part of this exchange has been completed. Mr. Goodger referred to the point in this report that emphasizes the Hamilton Board's support of the exchange of Glendale students with England is vital to the educational aspect of the program, which, Mr. Goodger stressed, is the most important component of the exchange trip.

Mrs. Baskin, stressing that the trustees represent and are responsible for a large corporation, asked about the content of the lawyer's letter.

Mr. Binns noted that Mr. Stockwell has had ongoing dialogue with the lawyers on this issue. He indicated that the letter from the lawyer addresses the Board's responsibility with respect to reimbursement should the trip be cancelled and the preparation of appropriate draft waivers for students and possibly teachers to sign.

Mrs. Baskin stated her concern is directed at the liability of the Board.

Mr. Stockwell replied that one of the Board's lawyers, Mr. Gordon, clarified verbally that, in his opinion, the purpose of the waiver is to make it clear to the parents the fact that the Board has withdrawn its support of the trip. The act of rescinding the original approval would be the only legal basis on which the Board could absolve itself of liability. Mr. Gordon does not feel a waiver form would suffice.

Mrs. Baskin concluded that the Board is liable, including the teachers, if anything untoward happens to the students.

Mr. Stockwell confirmed that Mrs. Baskin was right, if the Board endorses the trip.

Mrs. Baskin questioned whether the parents could supervise the students if they still wished to go.

Mr. Goodger replied that the Northampton education authorities' support of the educational aspect of the exchange is dependent upon this Board's endorsement of the trip. He felt if the parents sign the waiver it will absolve the Board of responsibility and he implored the members to listen to what he says as he has been elected spokesperson for the group.

Mrs. Baskin referred to the lawyer's opinion that a waiver does not absolve the Board of responsibility. She could not, therefore, support the trip because our lawyer has told us the Board is liable and the waiver doesn't mean anything.

Mr. Goodger said that the Hamilton-Wentworth Roman Catholic Separate School Board has developed a waiver which they feel addresses their concerns.

Mr. Stewart objected to drawing Mr. Goodger into a debate on the legality of the waivers and suggested questions only to Mr. Goodger on the parents' point of view be permitted.

Mr. Goodger informed Mr. Mulholland that all but 2 of the students who had planned to go on the trip will be going if it is endorsed by the Board. He replied to a question that the departure date is 1991 03 04.

Ms. Stewart questioned whether the parents were aware the Board had recommended that the officials monitor all school trips, keeping cancellation an open option at all times. She added that the intent in cancelling the trip was both the concern about liability and the students' safety. She added that the differing opinions are making the decision difficult.

Mr. Hicks noted that Mr. Goodger's presentation did not allude to any concerns regarding the implications for the staff in this whole situation.

Mr. Goodger replied the staff members who will be going have indicated they are prepared to sign a waiver to absolve the Board of any responsibility.

Mr. Hicks said that was not his understanding and questioned whether the situation has changed with all the staff members.

Mr. Goodger added that the staff, as Board employees, will not be able to go on the trip if it is not sanctioned by the Board. He then assured Mrs. Deans that there would not be any difficulty in changing the point of entry from London to Manchester.

Mrs. Deans indicated if she supported the trip she would not ask the students or staff to sign waivers.

At Mr. Korz' request, Mr. Binns read the letter from the lawyer.

Mr. Mulholland emphasized the importance of the waiver to this discussion.

Mrs. Hill clarified that it would up to the parents to initiate any legal action against the Board.

Mr. Binns explained that the waiver is to be signed by the parents of the students and by any teachers who are going on the trip on their own despite the Board cancelling its support. If the Board changes the decision made last week at the Operations Management Committee meeting and endorses the trip, this waiver would not be signed.

Miss Cunningham asked for clarification regarding the waivers. She also asked how much insurance the Board has and who is responsible for any amount above that if anything untoward should happen.

Mr. Stockwell reiterated the solicitor's opinion that the signing of a waiver itself could not absolutely absolve the Board of legal liability. The act of the Board in rescinding approval of the trip would, in the lawyer's opinion, absolve the Board of legal liability. The signing of a waiver if the trip was cancelled by Board was, in the lawyer's opinion, a way of conveying to the parents of the students the seriousness of the situation and confirming the action taken by the Board.

Mr. Shewfelt confirmed the Board's insurance is \$10 million per incident.

Mrs. Hill asked who is responsible if claims should exceed that amount.

Mr. Shewfelt offered that "the Board" is responsible but suggested that may require clarification.

Ms. Stewart asked if thought had been given to re-scheduling the trip for a later time, perhaps early summer.

Mr. Goodger replied that possibility has been exhausted and is not viable due to the number of students involved in the trip who are in their last year of high school, making it a "now or never" trip.

Mr. Goodger also informed Ms. Stewart that approximately 8 students will continue with the trip if it is not sanctioned by the Board. Most of the parents feel the educational aspect is the most important component and they will cancel if the Board rescinds its approval.

Canon Rogers remarked that this is a very serious problem. Noting that the recommendation to cancel this trip from last week's Operations Management Committee meeting is on broadside to go before the Board for approval this evening, he suggested this report from the parents be received for information. At the Board meeting, he will request the recommendation be voted on separately at which time the decision whether to cancel the trip will be made.

The Chairman ruled that this was an acceptable procedure.

Moved by Canon Rogers:

That the Parent Presentation regarding the cancellation of the Glendale/Northampton Exchange trip be received for information.

Mr. Hicks noted that Glendale's situation was different in that half of the exchange aspect has occurred but he cautioned that a similar courtesy of hearing from the parents of students affected by the cancellation of Westdale's overseas trip may need to be extended.

Mr. Stockwell reported that the Glendale trip is the only overseas trip still in existence. The Westdale parents discussed their planned trip early in January and chose to cancel the trip then. Similar action has also occurred at G. P. Vanier and Delta.

Mr. Hicks questioned why these three schools were brought to the Committee for cancellation.

Mr. Stockwell pointed out that the trips had been approved by the Board in January at which time the school had been informed that the Board was monitoring all overseas trips. He added that all schools were notified following the January meeting.

Mr. Desmarais noted that because the principle of approving overseas trips was the Agenda item to be discussed, the topic was placed under General on the Operations Management Agenda. If only the one trip of Glendale is to be considered, he suggested that the three French Language Section trustees do not have the right to vote as it becomes an Elementary/Secondary matter.

Mr. Stewart referred to Mr. Stockwell's statement that all schools were informed at the same time but noted the Glendale parents have said they were not aware that cancellation by the Board was a possibility.

Mr. Stockwell repeated that the school had been notified to that effect.

Mr. Goodger added that the school was notified the trip might not go but they were not told they could not go. He implied this was a "mooted" message rather than being informed officially. He clarified that it was only last week when they realized the trip was being cancelled.

Mr. Goodger confirmed that once the English students arrived the parents assumed the return trip was still on.

Mr. McWhinnie asked if there was any validity in the legal representatives of the parents and the Board meeting to attempt to iron out the legal problems, or did Mr. Stockwell believe from his discussions with Mr. Gordon that the situation is quite clear.

Mr. Stockwell replied that Mr. Gordon seemed clear in his discussion with him but added that the Board has the right to ask the two solicitors to do as Mr. McWhinnie suggested.

Mr. Rielly commented that prior to the Mid-East crisis, trustees and officials supported school trips and exchanges as worthwhile experiences. The recent decision to cancel the trip is based on the concern around the safety of the students.

Mr. Hicks expressed concern about the breakdown in communication between the officials and staff and the community. He felt it was vital to be extremely careful and sensitive in these types of situations.

Mrs. Hill commented she shared the same concerns.

Mr. Binns, in response to comments that once the English students arrived it was assumed that the exchange program would be completed, pointed out that the final discussion and decision by Senior Management was made three days after the English students arrived. The matter was then presented to the Operations Management Committee with the recommendation that the overseas trips be cancelled.

Dr. Johnston viewed this problem from an emotional, educational and legal point of view. As he has just returned from 7 international flights, he addressed the emotional side by citing the sense of safety he felt in travelling. Educationally, this trip is tremendously important in advancing students' understanding which is the basis of our whole educational system. He questioned the legal aspect, noting that he had been given a person legal opinion that a waiver can be so designed as to free the Board from all legal responsibility. He noted that Mr. Stockwell had not put anything in writing relative to what the legal firm has stated and added that much of what has been offered by the Board's legal advisors was not based on the new information detailed in the presentation. In light of Mr. Goodger's presentation and the unanimity of the Glendale parents and students and staff, he felt the Board should deal with this in a way that gives opportunity for these students to continue with the trip if the liability can be satisfactorily addressed. He suggested he would make an amendment that the March 4 departure be authorized by the Hamilton Board of Education providing a waiver can be and is signed absolving this Board of Education from all financial responsibilities which may be incurred.

In response to Miss Cunningham, Mr. Stockwell replied he requested a written letter from Mr. Gordon and had expected it to be sent by fax; however, it has not been received to this point.

Mr. Hicks again emphasized the importance of clarifying the tremendous responsibility beyond the ethical on the part of staff who accompany the students on the trip.

Mrs. Baskin said she was disappointed that nothing in writing was available from the lawyers, noting she had called on Monday requesting the same. She noted that Mr. Binn's letter from the lawyer was not distributed to the trustees. As the issue rests on legality, she objected to weighing "hearsay evidence" from the officials and the reading of the letter from the lawyer.

The motion on the floor was put to a vote and was Carried.

Mr. Stewart drew attention to the fact that the request to make this presentation had been granted. He felt confused by the Board's policy on presentation of briefs by the public, illustrating that the Rules and Regulations permit presentations only to Standing Committees but makes reference to varying time limitations, i.e. 10 days, 36 hours, 8 days. Feeling this makes it very awkward for the public, he requested a committee be formed to examine this policy or perhaps refer the matter to the Rules and Regulations Committee to simplify the procedures so all groups will be dealt with equally.

Mrs. Hill suggested forwarding such a request to the Rules and Regulations Committee.

Mr. Stewart said he was now publicly making that request.

Mrs. Baskin noted that there are Rules and Regulations that govern the presentations of briefs to the trustees and questioned whether the request for this evening's presentation should have been granted.

The Chairman ruled this discussion out of order. Mr. Stewart challenged the Chair and the challenge was Lost.

ELEMENTARY/SECONDARY

Report of the Name Search Committee - Block 72

Moved by Mr. Penner:

That the Report of the Name Search Committee (Block 72) be approved as follows:

(a) That the new elementary school in Block 72 be named the "Gordon E. Price Elementary School", in honour of the former Director of Education of the Board of Education for the City of Hamilton (1961-1975).

Mr. Penner, in presenting the Report of the Name Search Committee, noted that an amendment may be required as Dr. Price has requested consideration be given to naming it the "Gord Price Elementary School".

Mr. Penner briefly detailed Dr. Price's contributions as an employee with the Hamilton Board from 1937-75 (with a slight hiatus). As a teacher, principal, superintendent of secondary schools and, for 14 years as the Director of Education, he was responsible for many innovations in this period of the Board's history, i.e. the E.N.O.C. (Educational Needs of the Older City) program, an expanded special education component and the institution of French Immersion program.

Moved in amendment by Dr. Johnston:

That the name of the new elementary school in Block 72 be the "Gord Price Elementary School".

Mrs. Baskin spoke against the amendment, preferring the Committee's recommendation as being more dignified.

Mr. Rielly reported that Dr. Price was obviously delighted with the honour when he called him with the news. However, Dr. Price called Mr. Rielly the following day and asked if, at all possible, the school could be named the "Gord Price Elementary School".

Ms. Stewart agreed that the full name of "Gordon E. Price" was appropriate, noting that common usage could shorten the reference to "Gord Price".

Mr. Allen also was opposed to the amendment, agreeing with the dignity of the full name and preferring the corporate identity of "Gordon E. Price".

The amendment was put to a vote and was Carried.

The motion, as amended, was put to a vote and was Carried.

The meeting then adjourned.

READ and CONFIRMED.

.....
Chairman.

URBAN/MUNICIPAL

CAL ON HBL W26
M35

1991

minutes of the

URBAN MUNICIPAL

APR 8 1991

MARCH, 1991

GOVERNMENT DOCUMENTS

OPERATIONS MANAGEMENT COMMITTEE



**THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON**

INDEX

OPERATIONS MANAGEMENT COMMITTEE

1991 03 05

GENERAL

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STANDARD AND BOND COMPANY

June 11, 1911

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 10th inst.

in relation to the Standard and Bond Company, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

Very respectfully,
J. H. [Name]

I am, Sir, very truly, your obedient servant.

I am, Sir, very truly, your obedient servant.

I am, Sir, very truly, your obedient servant.

I am, Sir, very truly, your obedient servant.

I am, Sir, very truly, your obedient servant.

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MINUTES OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 03 05

Present: S. Hill (Chairman); Trustees Desmarais, McWhinnie, Penner, Rogers, A. Stewart and Cunningham

Not Present: Trustees Baskin.

Also Present: Trustees Allen, Bishop, Deans, Johnston, Kennedy, Korz, Lowe, Mulholland and R. Stewart.

Officials Present:

- K. Rielly, Director of Education and Secretary
- A. Stockwell, Associate Director of Education
- P. Shewfelt, Superintendent of Finance and Treasurer
- D. Skidmore, Superintendent of Program
- B. Sinclair, Superintendent of Human Resources
- R. Orlando, Superintendent of Plant
- R. Kawai, Superintendent of Information Management Services
- M. Quinn, Superintendent of Schools - Area 1
- N. Nicholls, Superintendent of Schools - Area 2
- R. Binns, Superintendent of Schools - Area 3
- P. Gillie, Superintendent of Schools - Area 4
- D. Rothwell, Superintendent of Schools - Area 5
- R. Lavoie, Superintendent of Schools - French as a First Language
- G. Rappolt, Assistant Superintendent of Program (Curriculum)
- G. Rutledge, Controller
- S. Rogers, Assistant to the Secretary

Mrs. Hill called the meeting to order, noting regrets were received from Mrs. Clarke.

Moved by Canon Rogers:

That the minutes of the 1991 02 12 meeting and special meeting of 1991 02 21 be approved as presented. CARRIED.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Quarter Century Club Dinner Moved by Canon Rogers:

That the report from the officials regarding the 1991 Quarter Century Club be approved. CARRIED.

NEW BUSINESS:

Proposed Fire Hall - Mountain (Franklin Road School property)

Alderman Tom Jackson distributed a two-page cursory synopsis and outlined previous attempts to locate property on which to situate a new fire station. Stressing that he was not speaking on behalf of City Council but as an individual Ward Alderman, Mr. Jackson asked the Board's consideration in severing a 220' X 250' parcel of property from the Franklin Road School site. He welcomed questions of himself, Fire Chief Baker and Messrs. D. Vyce (Director of Property) and J. Pavelka (Director of Public Works).

Trustees were reminded to direct questions for the purpose of information and that full debate would take place at the April meeting following a report by the officials.

1977

PROPOSAL FOR A NEW PROJECT

1977

1977

PROPOSAL FOR A NEW PROJECT

1. The purpose of this project is to develop a new method for the analysis of the data obtained from the experiments conducted in the laboratory.

2. The objectives of the project are:

1. To develop a new method for the analysis of the data obtained from the experiments conducted in the laboratory.
2. To determine the accuracy and reliability of the new method.
3. To compare the results of the new method with the results obtained from the existing methods.
4. To determine the effect of the new method on the results of the experiments.
5. To determine the effect of the new method on the results of the experiments.
6. To determine the effect of the new method on the results of the experiments.
7. To determine the effect of the new method on the results of the experiments.
8. To determine the effect of the new method on the results of the experiments.

3. The results of the project are:

1. The new method for the analysis of the data obtained from the experiments conducted in the laboratory.
2. The accuracy and reliability of the new method.
3. The comparison of the results of the new method with the results obtained from the existing methods.
4. The effect of the new method on the results of the experiments.
5. The effect of the new method on the results of the experiments.
6. The effect of the new method on the results of the experiments.
7. The effect of the new method on the results of the experiments.
8. The effect of the new method on the results of the experiments.

MINUTES OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 03 05

Present: S. Hill (Chairman); Trustees Desmarais, McWhinnie, Penner, Rogers, A. Stewart and Cunningham

Not

Present: Trustees Baskin.

Also

Present: Trustees Allen, Bishop, Deans, Johnston, Kennedy, Korz, Lowe, Mulholland and R. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary
 A. Stockwell, Associate Director of Education
 P. Shewfelt, Superintendent of Finance and Treasurer
 D. Skidmore, Superintendent of Program
 B. Sinclair, Superintendent of Human Resources
 R. Orlando, Superintendent of Plant
 R. Kawai, Superintendent of Information Management Services
 M. Quinn, Superintendent of Schools - Area 1
 N. Nicholls, Superintendent of Schools - Area 2
 R. Binns, Superintendent of Schools - Area 3
 P. Gillie, Superintendent of Schools - Area 4
 D. Rothwell, Superintendent of Schools - Area 5
 R. Lavoie, Superintendent of Schools - French as a First Language
 G. Rappolt, Assistant Superintendent of Program (Curriculum)
 G. Rutledge, Controller
 S. Rogers, Assistant to the Secretary

Mrs. Hill called the meeting to order, noting regrets were received from Mrs. Clarke.

Moved by Canon Rogers:

That the minutes of the 1991 02 12 meeting and special meeting of 1991 02 21 be approved as presented. **CARRIED.**

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Quarter Century Club Dinner Moved by Canon Rogers:

That the report from the officials regarding the 1991 Quarter Century Club be approved. **CARRIED.**

NEW BUSINESS:

Proposed Fire Hall - Mountain
(Franklin Road School
property)

Alderman Tom Jackson distributed a two-page cursory synopsis and outlined previous attempts to locate property on which to situate a new fire station. Stressing that he was not speaking on behalf of City Council but as an individual Ward Alderman, Mr. Jackson asked the Board's consideration in severing a 220' X 250' parcel of property from the Franklin Road School site. He welcomed questions of himself, Fire Chief Baker and Messrs. D. Vyce (Director of Property) and J. Pavelka (Director of Public Works).

Trustees were reminded to direct questions for the purpose of information and that full debate would take place at the April meeting following a report by the officials.

Several trustees expressed concern about the "attraction" for JK -5 students posed by a fire station as well as the danger to students walking to school and the noise distraction.

Chief Baker assured members that fire stations have been located near schools, hospitals and homes without incident or complaint. Mr. Jackson added that he had not received any noise complaints from residents, but had seniors comment on the security they experienced in the knowledge of the close proximity of the firehall.

When Mrs. Lowe questioned why a small parcel of land within Macassa Park (17 acres) could not be used, Mr. Jackson related that this is the second time residents have fought to preserve the only parkland in their community. An attempt to build a Roman Catholic School on the property was also opposed by the residents, who feared a "domino" effect.

Mr. Kennedy acknowledged that response time was vital to the Fire Department and community in an emergency and questioned a possible expansion of the Upper Wentworth and Mohawk fire station to accommodate one additional fire truck.

Chief Baker explained that as part of a long range master plan, a fire station to meet the needs of the south mountain residents was under construction at Upper Wellington and Stonechurch Roads. In addition, it has become necessary to amalgamate the two older firehalls into one larger facility located near Fennell and Upper Sherman.

Canon Rogers pointed out that not only the school building but the grounds surrounding it are an integral part of the school environment. Dr. Johnston noted the small amount of ground that would remain to separate the asphalt playground from the fence surrounding the firehall.

Mr. Jackson noted that locating a fire station on school property should be viewed as a bonus and anticipated that the loss of playing area to those students could be accommodated through increased use of the Macassa Park.

In response to questions, Chief Baker stated both the entrance and exit to this property would face Upper Sherman Avenue. Fire trucks no longer back out of fire stations as returning trucks travel to the rear of the building to enter, and respond to an alarm through the front of the building. The property size requested would accommodate the building plus parking for 10 employees.

Mrs. Hill, in referring to questions about the loss of playing facilities and the size of the Franklin Road property, stated the officials would include such information in their report.

Mr. Allen inquired of Chief Baker whether he was aware of any examples for this type of cooperation across the Province, whereby a fire station was located on school property. Chief Baker responded in the negative.

Mr. Mulholland quoted several examples where fire stations are located either adjacent to Hamilton schools or within a short vicinity. He understood from earlier comments that the City had set aside \$800,000 to purchase additional park lands if space was made available within Macassa Park. He wondered if all of this amount would be applied to the Franklin Road site purchase or whether the City is looking for a \$1 purchase agreement.

Mr. Vyce responded that the \$800,000 is in the capital budget and was determined when the City was thinking of expropriating homes. The amount paid for any property purchase would be based on an appraisal and negotiations between officials at the Board and City Hall.

Mr. Stewart questioned the value of referring this item to the officials as earlier correspondence by the officials had precluded the sale of a site at Franklin Road School. He was concerned about the amount of time officials would have available now that budget discussions were to commence.

Mrs. Hill stated that the normal procedure is to refer the request to the officials for a report, or the item could be dealt with tonight by a two-thirds majority vote.

Mr. Korz asked about the notification of nearby residents regarding the public meeting that was held dealing with Macassa Park as a proposed site for the fire station. In talking with residents, parents and staff of the Franklin Road School neighbourhood, Mr. Korz found many to be unaware of the proposal for a fire station on either Macassa Park or the school property.

Mr. Jackson replied that his mass mailing regarding the public meeting was directed to people living east of Upper Sherman, as the initial proposal was for a site in Macassa Park.

Ms. Gillie advised Mr. Korz that, except in unusual circumstances, children walking to Franklin Road School would not cross Upper Sherman. However, children do use the west side of Upper Sherman to reach school.

Mr. Jackson said he anticipates another public meeting would take place to provide resident input into locating the firehall on Board property, should the Board approve. He assured members that the public notification process would still take place.

Ms. Stewart thanked Mr. Jackson for his articulate presentation. She noted that the Board is also in the business of protecting students' rights to a safe education and she could not condone the location of a fire station

on school property. She asked if any further study had taken place with regard to the Vincent Massey School site.

Chief Baker acknowledged that the Vincent Massey School site had been considered along with 10 other sites; however, it was not felt to be a strategically suitable site. Of the other sites that were reviewed, some were too small, had poor road access, or restricted traffic patterns due to islands in street intersections. He admitted that the first three desirable locations required expropriation of homes. Expropriation had been negated by the City; however, they directed Chief Baker to consider Macassa Park. He related that either the park or school grounds would be acceptable sites.

It was agreed:

That the presentation regarding the proposed Fire Hall - Mountain (Franklin Road School property) be referred to the officials for a report back to the April Operations Management Committee meeting.

Mrs. Hill thanked the presenters.

Moved by Mrs. Bishop:

That the following report of the Special Education Advisory Committee be approved:

a) That in planning the Professional Activity Days calendar, consideration be given to scheduling one day to coincide with the Council for Exceptional Children Conference (October 24/25, 1991) to facilitate teachers' attendance.

Mrs. Bishop explained that SEAC is anxious to provide an opportunity for all teachers, not just Special Education teachers, to attend the Council for Exceptional Children conference, scheduled to be held in Hamilton, October, 1991.

Mr. Stockwell clarified for Mr. Mulholland that nine days are scheduled as Professional Activity days within the school year. Mr. Mulholland spoke against supporting the motion if the intent was to increase the number of P.A. days to ten.

Trustees Korz and Desmarais supported the motion as it is only requesting consideration be given to this conference when scheduling P.A. days, and is not recommending an additional day.

Noting discussion of the calendar was the next item of business, Mr. Stockwell related that this request had been carefully considered by the Calendar Committee.

The motion was put to a vote and was CARRIED.

Report of the Special Education Advisory Committee

School Year Calendar and
Holiday Schedule for the
Education Centre and the
Secondary Schools

Mr. Allen stated he would abstain from the discussion and voting due to a conflict of interest.

Dr. Johnston spoke in support of all teachers attending the CEC conference and suggested that the P.A. day scheduled on 1991 11 01 be moved forward to 1991 10 25.

Mr. Stockwell reviewed the 1991-92 School Year calendar consisting of a total of 195 days (186 instructional days), noting that the calendar complies with Ministry requirements for a minimum of 185 instructional days. With reference to the CEC conference, Mr. Stockwell advised that Mr. Adams, Co-ordinator, Special Education had discussed this concern with the committee. The secondary school calendars reflect a P.A. day scheduled to coincide with the conference. However, the elementary panel prefers a P.A. day immediately following Halloween for staff to profit from professional development on a day when classroom instruction is essentially impossible due to the high sugar levels children have consumed. Mr. Stockwell recalled receiving several letters of support regarding a P.A. day placement after Halloween. After consideration, it was the decision of the Hamilton Principals' Association and teachers to request the 1991 11 01 date. Further, he related that principals would attempt to release staff to ensure as much elementary teacher representation as possible.

Mr. Korz spoke of the public misconception regarding the value of P.A. days. He questioned the need for two P.A. days in September and suggested early October would be less upsetting to parents. When Mr. Korz asked if P.A. days had previously been placed to facilitate attendance at conferences, Mr. Stockwell agreed that this had been accommodated in the past.

Mr. Stewart strongly supported the placement of a P.A. day on November 1st. Mr. Kennedy supported the calendar as being best for the system and students.

When Mrs. Lowe relayed her impression that Heritage Day was a celebrated holiday, Mr. Stockwell responded that P.A. days have been scheduled in February but that Heritage Day was not an official holiday. He noted that with a potential for 197-day school year, three extra days became available. Following discussions, and with the concurrence of all groups involved in the calendar preparation, two days were placed at the end of the calendar, June 29th and 30th. The officials' report recommends that the third day be an instructional day rather than a holiday, for a total of 186 instructional days. He referred to the attached letters from the federations stating their opposition to the extra instructional day. He recalled that the calendar currently in use had the extra day attached to March Break rather than being an instructional day.

Dr. Johnston opposed the 1991 11 01 P.A. day, stating that it is a parental responsibility to ensure their children do not consume overly large quantities of candy. He believed this was a situation where authority and responsibility were being negated.

In response to Dr. Johnston's question, Mr. Stockwell acknowledged that a day could be transferred to October 24/25. If one of the September P.A. days is moved to October it results in a span of only a week between two P.A. days. The elementary panel has requested November 1st not be moved. Of the June P.A. days, one is used for interviews, the other for next year planning with staff moving to their new schools. If the Board preferred not to have the extra instructional day, then it could be used for a P.A. day in October.

Moved by Miss Cunningham:

That the calendars for the Hamilton Board of Education for the 1991-92 School Year be approved.

Miss Cunningham remarked that if staff has decided this conference is not worthy of attendance, then the decision is theirs. She requested to be advised of the cost for supply teachers as a result of teacher absences due to attendance at the conference.

Moved in amendment by Dr. Johnston:

That the Board petition the Ministry of Education for a tenth Professional Activity Day for the Elementary Panel, setting forth reasons that Senior Officials understand following from discussion around this table.

Mr. Desmarais indicated that he would abstain from voting on the calendar for the elementary schools.

At Mr. Korz' request, Mr. Shewfelt indicated that a tenth P.A. day would not affect revenues.

Trustees Rogers and Korz opposed the amendment based on the increased friction that could result between parents and the Board.

Mr. Stockwell cautioned that as only the elementary panel P.A. days were in question, petitioning the government for an extra P.A. day would result in an inequitable number of P.A. days between the elementary and secondary panels and the resulting difficulties.

In reply to Mr. Stewart, Mr. Stockwell stated that there are only limited funds in the "inservice" budgets to apply towards this conference. Mr. Rothwell confirmed that Superintendents had not taken the conference into consideration when allocating personnel training and conference budgets.

Trustees Stewart and Mulholland stated they would vote against the amendment. Mr. Mulholland reminded trustees that the Board had negotiated P.A. days down to the figure of nine and cautioned against increasing the number. He then commented on the difference in the number of instructional days in many other countries in the world and suggested that Canada is falling behind in education.

Mrs. Bishop reminded the members that with increasing integration all teachers must have the opportunity for special education training inservice. She noted the conference would also provide an excellent chance for networking.

The amendment was put to a vote and was LOST.

Moved in amendment by Dr. Johnston:

That the date of the Professional Activity Day in the Elementary Calendar be changed from 1991 11 01 to either 1991 10 24 or 1991 10 25. LOST.

Due to a conflict of interest, Mrs. Deans requested that the calendars be voted upon separately.

The Elementary School year calendar was put to a vote and was CARRIED.

The Composite Secondary School Year calendar was put to a vote and was CARRIED.

The Vocational Secondary School Year calendar was put to a vote and was CARRIED.

The G.P. Vanier School Year calendar was put to a vote and was CARRIED.

It was agreed:

That the Holiday Schedule for the Secondary School offices and Education Centre office be incorporated into the 1991-92 School Year Calendar.

In response to Mr. Mulholland's queries, Mr. Stockwell advised that this Friday, 1991 03 08, is designated as a holiday and no classes are scheduled. The placement of this holiday resulted from the decision to recommend a 185-day instructional calendar last year rather than one with 186 instructional days. He noted that this year the extra day is being recommended for instructional purposes as the Ministry guideline stipulates only a minimum of 185 instructional days, not a maximum.

Reconstitution of the Transportation Committee

Moved by Mrs. Deans:

That the Transportation Committee be reconstituted for 1991 to consist of five members appointed by the

Chairman of the Board and that the mandate of the Committee be to review the proposed amendments to the Board's Transportation Policy and that a report be presented to the May meeting of the Operations Management Committee, for implementation effective 1991 09 01.

Mrs. Bishop asked that the issue of bus tickets and bus passes be another item for discussion on this ad-hoc committee's agenda.

It was understood that this would be considered as a separate item for discussion and not as part of the mandate to review the Board's Transportation Policy.

The motion was put to a vote and was CARRIED.

Re-organization of Senior Managers

Mr. Rielly presented the report and briefly reviewed the chart and new structure on page 26. He emphasized that the chart is not hierarchal in nature, nor does it represent reporting mechanisms. The new structure is meant to better serve and reflect the needs of the system rather than the people in it. He reviewed the responsibilities of the four committees, highlighting the Director's Council which would facilitate long range planning and reports to the Board. This smaller Council is intended to respond more quickly in decision making, while providing a liaison with Standing Committee Chairpersons. Noting that he considered the changed structure to be an administrative function, Mr. Rielly concluded by stating the report was for trustees' information.

When Mrs. Bishop questioned the membership of committees, Mr. Rielly commented that other senior officials and Area Supervisors would attend meetings on an "as necessary" basis to reduce their time commitment for meetings.

Miss Cunningham welcomed the proposed changes and reduced meeting time for officials. She emphasized the need for decision making and accountability through the Director's Council. Miss Cunningham believed that there was more work to be done in this direction, particularly in view of decentralization, but was happy to receive the report at this time.

Mr. Rielly expressed his appreciation for trustees' comments regarding the attendance of officials at meetings.

When Mr. Mulholland expressed reluctance to accept the flow chart as it failed to delineate the reporting/responsibility flow within the Board, Mr. Rielly acknowledged that the chart was not meant to be all-inclusive but a philosophical direction outlining the support of officials and trustees for the system.

Mr. Mulholland commented on the importance of charting the reporting mechanisms very clearly.

Mr. McWhinnie perceived a need for a person or group to be responsible for analyzing, evaluating and controlling the direction in which the Board moves. He would feel more comfortable if this role was included as part of the responsibility of the Director's Council or the Director.

Mr. Rielly thanked Mr. McWhinnie for his comments and pointed out that, by law, the Director is the Chief Executive Officer and has ultimate responsibility.

Mr. Rielly then clarified for Mr. Stewart that the report was for information and he did not anticipate presenting another report. Re-organization of senior managers is an attempt to address the needs of the system and Mr. Rielly anticipates this structure would become effective at month's end.

In response to Mrs. Deans' comment about the absence of any reference to the Chairman on the chart, Mr. Rielly again reiterated that reporting mechanisms are not shown. He added that the Chairman is in daily contact by telephone and through meetings with the Director in his role as Secretary of the Board. In addition the Chairman meets with Chairmen of the Standing Committees.

Moved by Mr. McWhinnie:

That the proposed reorganization of Senior Management be accepted for information. **CARRIED.**

Fair Tax Commission

At Miss Cunningham's request, Mr. Shewfelt advised that the Fair Tax Commission has a membership of ten people, one being Fiona Nelson of OPSBA. The Commission has a three year mandate to review all aspects of provincial taxes and it is his belief that it may result in 60% funding for School Boards. Based on the 1990 budget, Mr. Shewfelt made an educated estimate that this Board pays \$1.75 million to \$2 million per year in sales tax.

Miss Cunningham remarked that she had requested this item be placed on the Agenda following the recent meeting with the Minister of Education, who had suggested that Boards write the Commission regarding sales tax exemption.

Moved by Miss Cunningham:

That this Board write a letter to the Fair Tax Commission proposing that School Boards be exempt from paying Provincial Sales Tax.

Mr. Kennedy supported the motion and suggested that the Board also write to other School Boards requesting their support.

Mrs. Deans suggested that, rather than a letter, a brief be prepared not only on sales tax but relative to the impact of property taxes on homeowners and School Boards.

Miss Cunningham noted that the Education Minister stated the government was trying to reduce the burden on homeowners through this review. Miss Cunningham commented that she expected personal income taxes would rise and that succession duties may also be reconsidered.

In relation to Mrs. Deans' comment about a brief, Mr. Shewfelt detailed four different organizations who are presently preparing material for presentation to the Commission on an on-going basis. He believed that these groups would represent School Board interests very well.

Mr. Allen relayed his pleasure at the prospect of 60% funding and inquired as to when this might occur.

Mr. Shewfelt responded that it would be at least three years, following completion of the Commission's mandate.

Quoting from a personal conversation, Mr. Allen cautioned that while the government might be prepared to increase funding, School Boards can expect more government control by Queen's Park.

The motion was put to a vote and was CARRIED.

Report of the Committee to
Study the Future Parking Needs
- Education Centre

Mr. Korz as Chairman of the Committee presented the report.

In response to Mr. Mulholland's question regarding the mandate, Mr. Korz commented that the mandate relates to parking and its impact on the Education Centre.

Mr. Rielly acknowledged there was some confusion as to the committee's mandate which has dealt with a number of requests, both municipal and private, in connection with the Board's parking lot. He believed more requests would be forthcoming and as issues evolve they are referred to the Parking Committee.

Mr. Mulholland recalled the City's last proposal was turned down and he was prepared to move that the committee be disbanded upon acceptance of the report as it has fulfilled its mandate.

Ms. Stewart remarked that this ad-hoc committee is dealing with future parking needs and anything that falls within the realm of parking. She believed the Board should have a vehicle whereby such proposals could be examined for merit.

Mrs. Lowe advised that the ad-hoc committee could be reconstituted if necessary and proposed that Mr. Korz move that the report be adopted, which would indicate conclusion of the mandate.

Moved by Mr. Korz:

That the following Report of the Committee to Study the Future Parking Needs - Education Centre be received for information:

a) That the Update on the Underground Parking Proposal from Mr. Peter Baker, Manager of the Municipal Parking Authority, be received for information.

b) That the verbal Report on the Utilization of Property from other Boards of Education be received for information.

Mr. Korz expressed appreciation for Mr. Mulholland's exasperation with the continued proposals, but he maintained that the ad-hoc committee serves as an appropriate course for these discussions.

Prior to implementation of any proposals for the Education Centre parking lot, Mr. Desmarais declared that he would require information about the future use of the vacant property immediately to the west of the Education Centre.

Mr. Mulholland maintained that the ad-hoc committee had dealt with five or six proposals and various issues, and had fulfilled its mandate.

Mr. McWhinnie recalled that at the last meeting of that committee, the representative from the Parking Authority had been asked to provide more information on the proposal. He recommended that, as a courtesy, the committee should continue on in order to receive that response.

The motion was put to a vote and was CARRIED.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education Moved by Mr. Korz:

That the recommendations of the Director of Education be approved.

In reply to concerns raised by Mr. Allen, Mr. Stockwell indicated that any field trip requests involving water must comply with water safety guidelines and forms must be completed prior to the trip being recommended for approval.

Referring to a recent visit to the Christie Conservation Area, Mr. Korz spoke briefly on the benefit of Outdoor Education and hoped that officials would bear this in mind during budget considerations.

The motion was put to a vote and was CARRIED.

Research Proposal from
Addiction Research Foundation

Moved by Mrs. Bishop:

That the Hamilton Board of Education participate in the 1991 Addiction Research Foundation study.

Mr. Kawai assured Mr. Mulholland that the document, containing 94 questions, relates to drugs, alcohol and substances, preserves the anonymity of the student and was not considered to impinge on their rights.

When Mr. Korz asked if students were obligated to complete the form, Mr. Kawai replied that parents will have the opportunity to agree or to decline their child's involvement with the questionnaire.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

cv

Board of Education
Board Room, 1st Floor
March 5, 1991
6:15 p.m.

A PRESENTATION TO:

**THE OPERATIONS MANAGEMENT COMMITTEE
OF THE
HAMILTON BOARD OF EDUCATION**

BY

ALDERMAN TOM JACKSON, WARD 6

Re: Proposed Firehall at Macassa Park

(A) Issue

To acquire land for the construction of a fire station in 1992 that would amalgamate two existing stations that are located on Upper Gage (at Queensdale) and on Upper Wentworth (at Mohawk Road East).

(B) History

In short, the Master Plan for Fire Station Development calls for a new facility to be built, in the vicinity of Fennell Avenue and Upper Sherman Avenue, amalgamating the existing stations #4 & 12 described earlier. The new station is needed in essence to provide continuing fire and safety protection for the residents of the east (and central) mountain, to fulfil the last piece of the Master Plan and to close to older stations (approx. 40 and 20 years old respectively).

(C) Site Considerations

Options considered have ranged from expropriation of residents' homes (near Upper Sherman and Fennell Avenue intersection), to commercial property acquisitions (from Fennell to Mohawk and Limeridge, along Upper Sherman) to the recent proposal and tabled at the October 2, 1990 joint meeting of the Finance and Administration Committee and Parks and Recreation Committee of City Council.

Cont'd on back

(D) Today's Proposal to the Board

As a last alternative, (the property which the Board owns and where the present Franklin Road Elementary School sits), we are requesting the Committee's and Board's consideration for possibly allowing the sale of a portion (or all) of its adjacent school yard and school grounds (of the said property) to the City and our Fire Department, for the purpose of constructing the new fire station.

(E) Analysis of (D) - "Win-Win-Win Scenario"

1. A "win" for the Board in that it acquires much needed funds, as revenue, towards its Budget.
2. A "win" for the Fire Department in that it acquires property that is deemed suitable (i.e., vicinity, size, cost) for its new station.
3. A "win" for the residents of Macassa Park neighbourhood, in that it preserves their only parkland (approx. 17 acres) of which they actively and passively enjoy. This was the residents first priority!

(F) Summary

I am not speaking on behalf of City Council when exploring this last proposal. I am speaking as one Ward Alderman, who is looking for a possible compromise that would satisfy each party. The preservation of the park is the #1 reason behind my mission, in being here tonight. If a favourable response was forthcoming, then further negotiations between staff and politicians (on both levels) would be required. This is an exciting challenge and opportunity for all sides and I thank you ahead of time for your assistance and cooperation.

Sincerely yours,

Tom Jackson,
Alderman, Ward 6.

TJ:dp

cc: Alderman Vince Formosi.
Chief G. Baker, Fire Department.
Mr. J. G. Pavelka, Director of Public Works.
Mr. D. W. Vyce, Director of Property, Property Department.
Hamilton Board of Education School Trustees.
Mrs. Laura Mosca, 30 Carmen Avenue, Hamilton, Ontario. L8V 2H6.

URBAN/MUNICIPAL

CA4 ONHBL W26

M35

1991

Minutes

APRIL, 1991

URBAN MUNICIPAL

APR 21 1991

GOVERNMENT DOCUMENTS

OPERATIONS MANAGEMENT COMMITTEE



MINUTES OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 04 09

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OPERATIONS MANAGEMENT COMMITTEE

1991 04 09

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MINUTES OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 04 09

Present: S. Hill (Chairman); Trustees Baskin, Desmarais, McWhinnie, Penner, Rogers, A. Stewart and Cunningham.

Also

Present: Trustees Allen, Bishop, Deans, Johnston, Kennedy, Lowe, Mulholland, Paquin and R. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary,
A. Stockwell, Associate Director of Education,
P. Shewfelt, Superintendent of Finance and Treasurer,
B. Sinclair, Superintendent of Human Resources,
R. Orlando, Superintendent of Plant,
R. Kawai, Superintendent of Information Management Services,
M. Quinn, Superintendent of Schools - Area 1,
N. Nicholls, Superintendent of Schools - Area 2,
R. Binns, Superintendent of Schools - Area 3,
P. Gillie, Superintendent of Schools - Area 4,
D. Rothwell, Superintendent of Schools - Area 5,
G. Rutledge, Controller,
S. Rogers, Assistant to the Secretary

Mrs. Hill called the meeting to order and asked for confirmation of the minutes.

Moved by Canon Rogers:

That the minutes of the 1991 03 05 meeting and special meeting of 1991 03 21 be approved as presented. CARRIED.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Response from the officials Mr. Kelterborn, Manager Property & Insurance, presented the
re Firehall - Mountain report recommending that no land be sold to locate a firehall on
(Franklin Road School Franklin Road School property.
property)

Ms. Gillie amended her comments at an earlier meeting to state that a total of 30 children cross Upper Sherman to attend Franklin Road School. She then proceeded to briefly review the report.

Moved by Mr. Stewart:

That the following recommendations regarding the proposed Fire Hall - Mountain (Franklin Road School property) be approved:

(a) That the Report from the Officials be received for information.

(b) That no land from the Franklin Road School site be sold.

(c) That this Board correspond with City Hall stating our concern about the safety aspects of locating a Fire Station across from the Franklin Road School.

While Ms. Stewart suggested that the tone of the Board's letter convey appreciation for the presentation on this matter, Mrs. Deans expressed her hope that a future request might be more favourably considered.

The motion was put to a vote and was CARRIED.

Report from the officials
re Sale of Union School

Mr. Kelterborn presented the report advising that the Upper Paradise Corner Children's Centre Incorporated accepted the Board's counter offer of \$465,000.

Moved by Miss Cunningham:

That the Report from the Officials regarding the Sale of Union School to the Upper Paradise Corner Childrens' Centre be received for information. CARRIED.

Update - Budget
Communications Plan

Mr. Kawai reviewed the report stating the major focus of the plan to date has been an emphasis on promoting education and the 6% budget mandate. Noting that Strategies 4, 15 and 17 have been implemented, he affirmed that the remaining strategies have been partially implemented or are in the final stages of preparation. Citing the anticipated approval of the 1.08% budget increase, Mr. Kawai suggested that several Strategies could be considered for deferral.

At Miss Cunningham's request, Mr. Kawai agreed to provide copies of the "Pocket Facts" (strategy 8) to trustees prior to duplicating the final document. When she asked if there had been a public response to or awareness of the publicity campaign, Mr. Kawai answered that the results of a 1991 04 03 telephone survey should be available next week. This survey specifically questioned whether public perception had changed since the Board's December survey and the effectiveness of various vehicles of communication. He verified that a full costing of the publicity campaign would be brought to trustees upon completion.

While looking forward to a further report regarding the implementation of other strategies, Dr. Johnston opposed the suggestion that public meetings not be held (strategy 3). He felt the public should be provided with this opportunity to express concerns on a variety of issues, not only on the budget.

With respect to strategy 7, Mr. Stewart voiced his belief that the 300 phone calls received from the public last year were the result of the 18% tax hike and questioned contacting that same group with respect to the image of teachers. He also requested that the Information Department work more closely with the Spectator to avoid future mistakes such as the reported 1.8% budget increase as opposed to the actual increase of 1.08%

While Mr. Kawai agreed to pursue Canon Rogers' suggestion to again approach City Hall regarding an insert for the tax bill, Mrs. Baskin opposed this direction.

Moved by Dr. Johnston:

That the Update - Budget Communications Plan Progress be received for information. CARRIED.

NEW BUSINESS:**Recommendations of the
Director of Education**

Moved by Mrs. Deans:

That the following recommendations of the Director of Education be approved:

(a) That up to sixteen students, one from each secondary school, be permitted to attend a Business Education Student Leadership Conference in Bolton, Ontario, 1991 05 14-15 (Tuesday to Wednesday).

(b) That two Business teachers, who are participating in the planned program, be permitted to accompany and supervise the students attending the Business Education Student Leadership Conference, 1991 05 14-15 (Tuesday and Wednesday).

CARRIED.

**Presentation regarding
Community School Workers
- Doors of Friendship and
North Central Community
School Association**

In light of recent budget decisions, Mr. J. Polmateer on behalf of the Doors of Friendship and North Central Community School Association, has advised Mr. Rielly that no presentation would be made this evening.

Moved by Mr. Stewart:

That the verbal update and the report regarding the Community School Workers' presentation be received for information.

Mr. Allen indicated that this group would welcome the opportunity to report to the appropriate committee prior to budget discussions next year.

The motion was put to a vote and was **CARRIED.**

**1990 Audited Financial
Statement**

Mr. Shewfelt introduced Messrs. M. Collyer and E. Sersen of MacGillivray Partners, and Mr. R. Chisholm, Accounting Supervisor.

Mr. Rutledge presented the report and in closing emphasized the need to upgrade the financial information system and advised that a quarterly report comparing actual to budget would be introduced as soon as possible.

Mr. Collyer commented on the reason for the changed format of the Auditor's Report and stated his pleasure with plans for an improved reporting system. With respect to the Dofasco Appeal, Mr. Collyer relayed audit concerns about the lack of any provision during 1990 and their request that Board management meet with the assessment officer handling the appeal in an attempt to verify the Board's liability position. However, while the officer remained optimistic about the suit, he declined comment on the outcome. At present, the 10% reduction awarded to Dofasco is being appealed in the courts and has been referred back to the Ontario Municipal Board. Due to the unknown final cost in this appeal the audit report would not be qualified with respect to the year 1990 and Mr. Collyer advised he had given written notice of the need for a provision to be made in 1991.

Regarding Pay Equity, he urged that this item be reviewed to ensure an adequate provision be made which would reflect all the

facts known as of 1991 12 31, including negotiations currently underway.

While appreciative of the report, Mr. Mulholland expressed concern that notification with respect to the Dofasco Appeal and the need for ensuring a 1991 provision was not received prior to budget deliberations. He asked that trustees be provided information on the amount of the liability, what the City and the Board have each contributed, and what the liability will be in 1992-1993.

Alluding to a possible lack of communication, Mr. Collyer responded that, from his perspective, the initial meeting was arranged by the auditors and proper written evaluation was given to the Board's financial officers.

When Mr. McWhinnie asked to be apprised of any concerns relayed through the management letters over the past two or three years with regard to internal controls and whether they had been dealt with to the auditor's satisfaction, Mr. Collyer outlined the following details: a) fidelity insurance was increased as requested, b) recommendation was made to establish a policy with respect to cost over-runs on capital projects, c) review of cheque signing procedures, i.e., two physical signatures on large cheques rather than the use of a signing machine, d) minor concerns about journal entries which have been rectified e) possible establishment of an audit committee, and f) improved matching of funding to expenditures with respect to long term financing of capital projects. At Mr. McWhinnie's suggestion, he agreed that a copy of the management letter could be given to trustees.

Mr. McWhinnie then asked if examination of Board records included consideration of a recent Provincial audit of two school boards.

Mr. Collyer commented on the narrow focus of the audit, similar to an inspection audit, and that some procedures were changed.

When Mr. McWhinnie related his concern with the Dofasco Appeal, Mr. Shewfelt advised that interest earned by that account was not credited to that fund but to revenues; however, he acknowledged this could be changed to credit interest to the fund.

With respect to Mr. McWhinnie's concern with the increased liability in 1990 of the Retirement Gratuity Plan, Mr. Collyer commented that the Actuarial Report of 1987 was based on "ideal" circumstances and some assumptions have not materialized. He suggested it may be worthwhile having an Actuarial Report done every two or three years, but in fairness, he concluded that this Board is one of the few government institutions making provision for this liability.

Mr. Shewfelt requested direction from the trustees with respect to changing the Dofasco Appeal to an interest-bearing account and then asked Mr. Collyer to explain a "management letter". Mr. Collyer recounted that during an audit it is customary to write a management letter to the Superintendent of Finance outlining any internal control weaknesses or inefficiencies noted.

Several trustees voiced their pleasure that the auditors were invited to the meeting and Mr. Mulholland stated his utmost confidence in Mr. Shewfelt and his staff.

In order to provide some relief to taxpayers, Mr. Mulholland opposed changing the Dofasco Appeal account to accrue interest.

Replying to a question, Mr. Collyer explained what he considered to be the benefits of an Audit Committee, i.e., improved communication between the trustees and the auditor, financial statement discussed and accompanied by a report to the Board, and the auditor could request a meeting with the audit committee to address concerns. He cautioned that it would be necessary for members of such a committee to be conversant with financial procedures.

In response to Mr. Kennedy's concern about time lines with respect to possible payment of the Dofasco Appeal, Mr. Collyer commented on the possibility of a potential cash flow problem. The Ministry of Education will reimburse the Board 65% of the total cost of a successful appeal but not until the year following the ruling on the appeal. In this respect, Mr. Shewfelt has contacted the Ministry for consideration of an immediate cash flow adjustment, if necessary.

When Mr. Kennedy asked the auditor's opinion on the advisability of an interest-bearing account, Mr. Collyer took a neutral position, stating that his responsibility is ensuring the financial statement reflects the current provision and that the balance sheet reflects current liability within parameters.

Mrs. Baskin was supportive of the financial department staff and was opposed to laymen attempting to offer advice on the management of Board's finances.

Moved by Mr. McWhinnie:

That the 1990 Audited Financial Statement for the Board of Education for the City of Hamilton be approved as presented to the members.

When Miss Cunningham recalled an earlier reference about upgrading the financial information system, Mr. Rutledge replied that, in the initial stage, department needs are being identified and that while money has been allocated for a main frame upgrade, no money has been budgeted towards the financial information system.

Mr. Shewfelt acknowledged that the ad-hoc budget process review committee had discussions relative to an integrated information processing system encompassing student records, human resources and finance. Specifically referring to the Finance Department, he explained that the current systems for processing and retrieving information are no longer adequate, involve too much manual effort and, as a result, Mr. Rutledge has begun to examine upgrading alternatives with the intent that the department become more technologically competent.

When Miss Cunningham stressed her interest in trustees being kept informed, Mr. Rielly assured her that trustees would be

apprised of the cost and the expected progress of this priority but cautioned that implementation of a total integrated information processing system would be spread over the next two to five years.

Mr. Shewfelt anticipated that the Finance Department will complete the planning stage for their information system and be in a position to make representation for funding in the 1992 budget. He clarified that the money within the current budget for main frame upgrading does not fall within the scope of information provided about the finance information system.

When Mrs. Lowe asked if in-house staff would be used to effect the financial information system upgrade, Mr. Rielly said he had directed Mr. Shewfelt to include money in the budget with respect to priorities and the work that must be done to identify the direction to upgrade systems with Finance, IMS, HRD and student information.

Responding to the intent of Mrs. Lowe's question, Mr. Shewfelt stated that speed of implementation and reasonable cost are definite factors to be considered.

Mr. Mulholland questioned whether the \$185,000 for "outside" consultant fees were associated with the information system. Mr. Rielly confirmed this as correct.

Replying to Miss Cunningham, Mr. Collyer agreed that an Audit Committee would provide the opportunity for the Auditor to speak with the trustees as the need arose.

The motion was then put to a vote and was CARRIED.

Moved by Mrs. Deans:

That copies of the management letters from the Board Auditors be made available to trustees.

With regard to the provision of the management letter to trustees, opinion was divided. Mrs. Baskin considered that it served the same purpose as an employee's performance review.

The motion was put to a vote and was LOST.

1990 Audited Financial
Statement for the Board of
Education for the City of
Hamilton Foundation

Mr. Shewfelt reviewed the financial statement and the Auditor's report to the Board of Directors, noting a total increase of approximately \$35,000 over last year, as a result of \$33,079 in donations. Grants in the amount of \$25,634 were awarded, with a closing balance of \$288,841 as of 1991 12 31. In conclusion, he noted the increase in the number of award funds to 74.

Mrs. Baskin asked relative to the lack of a recipient for the Sino-Canadian Award and Mr. Shewfelt explained that the donors continue to resist suggestions to alter the qualifications for this award.

In response to questions by Mrs. Bishop, Mr. Shewfelt gave explanations regarding the George R. Allan and Stan Sobel Awards. As Mr. Shewfelt was not in a position to reply about the Elma Darlington Award, Mr. Rielly assured Mrs. Bishop that

information would be forthcoming.

Moved by Miss Cunningham:

That the 1990 Audited Financial Statement for the Board of Education for the City of Hamilton Foundation be approved as presented to the members. CARRIED.

Mrs. Bishop thanked Messrs. Collyer, Sersen and Chisholm for their attendance.

Transfer of title of two portables to Chedoke Hospital

Mr. Kelterborn presented the report.

Moved by Mrs. Deans:

That the two portables located on Chedoke-McMaster property be transferred to Chedoke-McMaster Hospitals for the nominal sum of \$2.00. Chedoke-McMaster Hospitals will assume all future responsibility for these facilities. CARRIED.

Report of the Special Education Advisory Committee

Moved by Mrs. Bishop:

That the following report of the Special Education Advisory Committee be approved:

a) That the Special Education Advisory Committee correspond with the Ministry of Education providing supportive rationale relative to a Ministry grant for a study on "Social Adjustment Problems of Students".

Mrs. Bishop explained that last Fall the Ministry of Education announced \$6 million would be allocated to eight communities for an eight-year project in association with McMaster University relative to work with children with behavioural disorders. Citing the considerable amount of work accomplished by this Board, through Dr. Pryor, with respect to behavioural disorders, the Special Education Advisory Committee is querying the omission of a research and service grant to the Hamilton Board.

Mr. Rielly acknowledged his frustration in connection with attempts to determine the criteria used for the selection of Boards for this project. In addition to speaking with the Ministry Officials about these concerns, he was assured by Dr. McKee that if this project expands to include the secondary level, that Hamilton would be given strong consideration. Mr. Rielly expressed his willingness to share information on behavioural disorders with those participating in the project in exchange for research materials resulting from this project. He concluded by expressing appreciation for SEAC's support in association with this project.

The motion was put to a vote and was CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:
Request of Allenby
parents re September,
1991 organization

The members agreed to address this issue earlier in the meeting as a courtesy to the Allenby parents in the gallery.

Mr. Quinn presented the report containing a request to allow 11 Grade 3 students to remain at Allenby School in Grade 4 for the 91/92 school year. He explained that since Allenby School is under review for closure he was not prepared to make any adjustments to enrolment and elected to bring this request to trustees for their consideration. He reviewed the implications of this request and the effect on the average class size. In closing, he stated this request has the support of senior management.

Moved by Mrs. Deans:

That the report relative to the request of the Allenby Review and Analysis Committee re Grade 4 Students be received for information.

Trustees Bishop and Mulholland spoke in support of the motion.

Mr. Quinn assured Mr. Mulholland that this request would not affect the 18 month closure review process.

The motion was put to a vote and was CARRIED.

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved.

Mr. Stewart asked if a committee had been struck to review the Board's policy about students travelling outside of the city.

Mr. Stockwell advised that a committee would be addressing the need to revise the Student Trip Permission form in light of liability and the issue of waiver forms which arose following the recent Glendale/Northamptonshire trip.

When Mr. Stewart asked if new guidelines would be in place for September, 1991, Mr. Stockwell responded that would be the intent.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

Recommendations of the
Director of Education

MAY 21 1991

GOVERNMENT DOCUMENTS

CA4 ON HBL W26

M35

1991

Present: S. Hill (Chairman); Trustees Baskin, Desmarais, McWhinnie, Penner, Rogers, A. Stewart and Cunningham.

Also

Present: Trustees Allen, Bishop, Clarke, Deans, Johnston, Kennedy, Korz, Lowe, Mulholland, Paquin, Patenaude Barker, R. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
P. Shewfelt, Superintendent of Finance and Treasurer
D. Skidmore, Superintendent of Program
B. Sinclair, Superintendent of Human Resources
R. Orlando, Superintendent of Plant
R. Kawal, Superintendent of Information Management Services
M. Quinn, Superintendent of Schools - Area 1
N. Nicholls, Superintendent of Schools - Area 2
R. Binns, Superintendent of Schools - Area 3
P. Gillie, Superintendent of Schools - Area 4
D. Rothwell, Superintendent of Schools - Area 5
R. Lavole, Superintendent of Schools - French as a First Language
G. Rappolt, Assistant Superintendent of Program (Curriculum)
S. Rogers, Assistant to the Secretary

Mrs. Hill called the meeting to order.

GENERALNEW BUSINESS:Renovations - Memorial Elementary School

Mrs. Hill welcomed representatives from the Memorial School community and Mr. Stewart circulated a letter from Mrs. B. Markwich of the Home and School Association regarding the proposed additional renovations.

Moved by Mr. Stewart:

That the Superintendent of Finance and Treasurer be authorized to allot an additional \$400,000 for renovations to Memorial School from 1991 Revenue Funds.

In making this motion, Mr. Stewart commented on the four-year waiting period already experienced by the staff, students and Home & School for upgrades to Memorial School and the need for consideration of additional renovations.

Mr. Allen was supportive of the motion because of the need for renovations to the older schools within the lower city. While he acknowledged the outstanding job of the caretaking and teaching staff in preserving and maintaining the school, he pointed out that the \$572,000 within the budget would only do a marginal job of upgrading the building. He acknowledged the poor timing of this request in light of the recently-passed budget, however, he also advised that a supportive response has been received from the Ministry of Citizenship and Culture with respect to their participation in the restoration of areas in the school that could be deemed historical.

Mr. Rielly clarified for Mrs. Baskin that the \$572,000 within Capital Reserves was designated for Memorial School in the Accommodation Report and the Capital Expenditure Forecasts for the last four years.

In reply to Mrs. Baskin, Mr. Orlando explained the original scope of the work planned for Memorial School, the majority of which was to upgrade electrical and mechanical systems to meet existing building and fire code regulations. He acknowledged that in preparing the design work it became apparent that additional renovations for changing the use of the

school would be advantageous, although outside the scope of the original estimates.

Mrs. Baskin not only supported upgrading to meet building and fire codes, but felt that facilities should be renovated in accordance with school needs.

Mr. Rielly acknowledged the need to re-examine the original intent of the renovations in association with upgrading the schools and possibly consider the added dimension of program requirements.

Mrs. Baskin commented about the lack of trustee input into Accommodation Reports and said she considered it embarrassing that this matter had to be brought to the attention of the trustees in this manner after we have just approved the budget.

Citing the number of aging schools within the system, Canon Rogers recalled the budget restrictions which have curtailed renovations over the past several years. While supportive of the motion, he cautioned that other schools in a similar situation would request the same consideration.

In response to Canon Rogers' request, Mr. Shewfelt indicated that, assuming all revenues as budgeted are received and that expenditures do not exceed budgeted figures, Mr. Stewart's motion would result in a year-end deficit to the extent of the motion.

Canon Rogers suggested that an active position be taken with regard to planning for the restoration of all schools, as well as seeking further financial assistance from the province to update older schools to modern standards.

Believing that it was wise to increase the utilization of the school at the same time renovations are being done, Mrs. Deans supported the motion.

Mr. Kennedy suggested the establishment of a building maintenance budget to guarantee maintenance could not be reduced. He felt strongly that building maintenance had been treated too lightly during past budget deliberations.

When Mr. Korz queried why discussion about Memorial renovations had not arisen during budget, Mr. Stewart explained that the architect will be going to tender on May 7th and required a decision regarding the possible added renovations in order to accommodate the anticipated changes in the drawings.

At Mr. Korz' request, Mr. Orlando detailed the changes in the use of the school building for the additional allocation of funds. The original and additional renovations would total \$972,000.

Mr. Shewfelt confirmed for Mr. Mulholland that Board policy with respect to the sale of property is to place funds into a Capital Reserve for renovations and building projects. As of January, 1991 the Reserve held \$3.7 million, which would be reduced to \$1 million through budgeted capital expenditures. Of three properties currently for sale, Mr. Shewfelt indicated that one sold for \$465,000 and that this amount had not been included in the totals as quoted.

When Mr. Mulholland presumed use of these additional funds would eliminate a deficit caused by the proposed additional Memorial renovations, Mr. Shewfelt acknowledged it would be possible but would then impact on the financing of capital projects scheduled for the years 1992 through 1994.

Conceding there has been a demand for capital project funding on the mountain, Mr. Mulholland argued that renovations to the older, lower city schools be treated fairly. He considered the \$972,000 cost for Memorial School as a compromise when compared to the per-pupil costs for recent renovations to Robert Land, Fairfield, and Adelaide Hoodless Schools. If the motion on the floor was not approved, Mr. Mulholland declared he would put forth a motion to delay the project until sufficient funding was available.

Mrs. Lowe opposed continued spending and increased taxes as a financial philosophy. In response to her question, Mr. Orlando detailed the work to be carried out for the original sum of \$572,000. Mrs. Lowe commented that it may be necessary to do partial replacement of windows this year to accommodate financing and complete the project later.

Mrs. Bishop, understanding the need for the original renovations, asked Mrs. Nicholls to expand upon the proposed added expenditure.

Mrs. Nicholls specified that tremendous growth has occurred in the area to the point that the school cannot accommodate the students. Presently, the school is growing at the rate of one class per year. In order to address this population bulge, and middle school educational needs, she recommended that changes be made in the use of the facilities:

- .convert the basement into two classes as students are currently using portables and the gymnasium
- .move the computer room from the annex to become part of the Learning and Resource Room to facilitate access by all students
- .move music room from its present location in the basement to the annex

Expressing her sympathy for the suggested changes to enhance the school's program, Mrs. Bishop questioned dealing with an individual school on a "crisis" basis rather than through the formal channel of the Accommodation Committee.

As a point of information, Mr. Allen stated it would be his preference to proceed in the normal, orderly fashion, however, he noted that the last Accommodation Report did not foresee the growth factor and it was not until the architect went into the school for consultation that program needs were considered.

Referring to earlier comments by Trustee Mulholland, Ms. Stewart pointed out that money in the Reserve Fund is already earmarked for expenditure and would place the Board in the position of deficit budgeting which would be going against the Education Act. Mr. Shewfelt confirmed the Board could not budget for a deficit. Ms. Stewart relayed concerns regarding the cost resulting from the suggested program improvements. Similar to Mrs. Bishop, she had misgivings about the oral presentation on this crisis situation.

Mr. Orlando verified for Mr. McWhinnie that \$572,000 would cover the original scope of work for Memorial School, with the exception of approximately \$30,000 for removal of a coal bunker. He also affirmed that no increase in the scope of the work had been identified since the initial Accommodation Report. The increased funding basically reflects inflation.

When Mr. McWhinnie asked about scheduling the work in such a way that \$572,000 could be spent in 1991 with a second phase in 1992, Mr. Orlando concurred with the suggestion with the stipulation that the program improvements take place during the second phase.

Stating that the timing of this request was unfortunate, Mr. McWhinnie indicated his preference for a two-year renovation plan which would allow for budgeting in 1992. He suggested that the officials review the \$572,000 renovation expenditure and that other considerations be addressed in the Accommodation Report. In conclusion, Mr. McWhinnie said he would not support an increase in the overall budget nor would he support the removal of monies from the Reserve Fund.

At Miss Cunningham's request, Mr. Orlando reviewed the events that transpired following the appointment of the architect. Mr. Orlando recalled first becoming aware of the proposed additional expenditure one to two weeks ago and acknowledged that senior management had not discussed this situation.

Miss Cunningham agreed with the comments made by Mrs. Bishop regarding process. Referring to the letter circulated by Mr. Stewart from the Memorial Home and School Association, Miss Cunningham emphasized the necessity of delaying making a decision until after the officials submit a written report detailing the anticipated expenditure. She found it disturbing that a 200-pupil increase had not been brought to the trustees' attention earlier even though an Accommodation Report had been received last June. Noting earlier situations of a "crisis" nature, she opposed continuing to operate on a crisis basis, and

asked that more information and costs be provided as well as information about the possibility of a two-year plan. Miss Cunningham suggested a Special Operations Management meeting could be arranged to receive this additional information.

Dr. Johnston considered it irresponsible that trustees were not given any indication of the magnitude of this issue prior to the meeting. Noting the term "crisis" could apply to schools other than Memorial, Dr. Johnston suggested that implementation of regular reports from the Accommodation Committee could have eliminated the situation. In reference to Mr. Allen's contact with the Ministry regarding a heritage designation, Dr. Johnston cautioned that no money would be forthcoming from the Ministry if the work is started before the plan is approved for heritage designation. Recognizing the need for the renovations, Dr. Johnston reluctantly opposed the motion.

Mr. Allen thanked Dr. Johnston for his comments regarding the heritage designation. With reference to the lack of a written report, Mr. Allen noted this was a result of the time frame facing the architect. He acknowledged his preference would have been to review the situation without tight time lines.

Mr. Orlando agreed time lines were critical and that a delay would result in insufficient time to tender and then complete the construction over the summer.

Mr. Mulholland reminded trustees that the budget was a "working" document and could be changed. He emphasized that the initial intent of the renovations to Memorial School was to upgrade to current building and fire codes whereas the \$400,000 additional expenditure relates to program and the provision of a middle school environment. He argued that funds have never been denied for the middle school concept since it was approved six years ago and, as a result, Mr. Mulholland supported the educational renovations over the structural renovations.

Trustee Kennedy suggested to Chairman Cunningham that an ad hoc committee be formed to establish priorities with respect to buildings/renovations, separate from the Director's Accommodation Committee which prepares the Accommodation Report.

In speaking about the time lines, Mr. Stewart related that once it became apparent that additional funding was required the group requested the opportunity to make a report and were told the procedures require 10 days notice. Mr. Stewart then referred to a copy of a report (Summary of Construction Budget Estimates, dated April 16th) and asked why it had not been made available. Because the architect's report had not been received, Mr. Stewart maintained that the community should not suffer due to someone's inefficiency. If the motion was not approved Mr. Stewart warned that the children would be receiving sub-standard education.

Mrs. Baskin agreed with Trustees Cunningham and Johnston that trustees should not be involved in crisis situations. She recalled the five-year projection for renovations and asked why Ward trustees were not aware of the problem earlier.

Moved by Mrs. Baskin:

That the following motion regarding renovations to Memorial School be referred to the officials for a report back to the 1991 05 07 meeting of the Operations Management Committee:

That the Superintendent of Finance and Treasurer be authorized to allot an additional \$400,000 for renovations to Memorial School from 1991 Revenue Funds.

Mrs. Baskin commented that the Accommodation Committee has become a management committee and that trustees are not participating to the extent that they had in the past and that trustees are not taking it very seriously which is their fault.

Miss Cunningham suggested that a Special Board could be called following the 1991 05 07 Operations Management Committee to allow tendering on 1991 05 09.

Mr. Orlando first commented on the document referred to by Mr. Stewart as minutes of a meeting held in conjunction with the review of the Memorial School project. At the time the architect was advised to put the additional changes on hold by Mr. Orlando as he could not authorize the architect to proceed. Mr. Orlando then expressed his concern that approval of the additional renovations on 1991 05 07 would not allow the architect sufficient time to make the design plan changes and tender on 1991 05 09.

Mrs. Deans suggested that it is easier and less costly to make changes while renovations are underway and urged that a decision be made.

Mr. Mulholland noted that the main problem is that this request comes after completion of the budget. He then asked whether funding had ever been increased to cover a shortfall in a renovation project; Mr. Orlando responded in the affirmative.

At this point in the meeting, Mrs. Hill reminded trustees to speak to the motion for referral.

Trustees Allen and Lowe offered support for the referral motion. Mr. Allen believed trustees would be supportive of the request for extra funding once they had the written information upon which to base a decision. He was willing to support the referral on the understanding that the original renovations would not be jeopardized.

Responding to Mrs. Lowe's inquiries, Mr. Orlando explained that altering the tendering date is not the difficulty. He stated that approximately two week's time is required by the architect to prepare the revised drawings following the 1991 05 07 decision.

Mr. Stewart was prepared to support the motion for referral on the understanding that the Memorial Home and School be allowed the opportunity to make a presentation. He questioned whether the architect could be authorized to proceed with the necessary drawings for the additional work in order to tender immediately following a decision on May 7th.

Mr. Orlando acknowledged that this arrangement was possible and would commit the Board to an additional \$50-60,000 cost for the design work.

Several trustees queried the design work cost for a \$400,000 project. Mr. Orlando replied that renovations are not based on a percentage fee as is the circumstance with new construction projects.

In reply to questions by Ms. Stewart, Mr. Orlando advised that the architectural drawings for the original work are complete, excluding electrical and mechanical and that a cost agreement has been reached.

In conversation with the architect, Mr. Orlando received confirmation that he would be able to meet timelines if the request was approved tonight.

When Mrs. Baskin questioned if Mr. Orlando had authorized the architect to proceed, Mrs. Hill clarified that Mr. Orlando had only enquired as to the cost.

The motion to refer was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

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Chairman

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GOVERNMENT DOCUMENTS

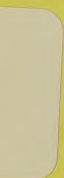
OPERATIONS

MANAGEMENT

COMMITTEE



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON



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OPERATIONS MANAGEMENT COMMITTEE

1991 05 07

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MEMORANDUM FOR THE RECORD

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MINUTES OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 05 07

Present: S. Hill (Chairman); Trustees Baskin, Desmarais, McWhinnie, Penner, Rogers, A. Stewart, and Cunningham.

Also

Present: Trustees Allen, Bishop, Deans, Johnston, Lowe, and R. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
P. Shewfelt, Superintendent of Finance and Treasurer
D. Skidmore, Superintendent of Program
R. Orlando, Superintendent of Plant
R. Kawai, Superintendent of Information Management Services
M. Quinn, Superintendent of Schools - Area 1
R. Binns, Superintendent of Schools - Area 3
P. Gillie, Superintendent of Schools - Area 4
D. Rothwell, Superintendent of Schools - Area 5
G. Rutledge, Controller
S. Rogers, Assistant to the Secretary

Mrs. Hill called the meeting to order, noting regrets were received from Trustee Korz.

Moved by Canon Rogers:

That the minutes of the 1991 04 09 meeting and special meeting of 1991 04 18 be approved as presented. CARRIED.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Response from the City of
Hamilton regarding an
overall plan to establish
a Senior Citizens' Drop-In
Centre - Lake Avenue School

Mrs. Hill welcomed Mr. D. Vyce, Director of Property for the City of Hamilton, who outlined the City's request for the Board to reconsider its position that the Seniors Centre be integrated with a proposed Recreation Centre.

Canon Rogers queried the reference to the use of public transportation by the seniors as he understands that buses travel on Barton and Queenston Roads. He was also concerned with the size of property requested.

Moved by Canon Rogers:

That the response from the City of Hamilton regarding an overall plan to establish a Senior Citizen's Drop-In Centre - Lake Avenue School, be referred to the officials for further study with a report to be presented to the June meeting of the Operations Management Committee.

CARRIED.

Update on the Reserve for
Dofasco Assessment Appeal

Mr. D. Sage, Manager, Special Projects Audit and Assessment, presented the update regarding the Dofasco Reserve. He advised that the Region had been granted leave to appeal to the Ontario Supreme Court of Appeal and as no date has been set for the hearing, no decision is expected in 1991. He then proceeded to explain Exhibit A.

Mr. Allen preferred that all interest accrued on these funds be accumulated in a specific account for the Dofasco Appeal rather than within the general account.

Mr. Shewfelt reviewed the history of this account and his understanding from earlier comments that trustees might be more comfortable with a separate interest bearing account.

Mr. Allen indicated that he was not prepared to make a motion at this time as he wished to give it further consideration.

In response to questions regarding court costs, Mr. Sage remarked that all legal costs for this case would be borne by the Region.

Moved by Mr. Stewart:

That the Report on the Reserve for Dofasco's Assessment Appeal be received for information.

CARRIED.

Awarding of Contract -
Tweedsmuir School
Renovations

Mr. Orlando presented the report, stating the rationale which resulted in two of the tenders being disqualified.

Moved by Mr. Stewart:

That the following recommendations regarding Renovations to Tweedsmuir School be approved:

a) That a contract be awarded to T. R. Hinan Contractors Inc. in the amount of \$517,928.

b) That this project be funded from Capital Reserves in the amount of \$658,028.

Mr. Stewart questioned Mr. Orlando regarding the kinds of leverage used by the Board to ensure a contractor's work is completed and satisfactory.

Mr. Orlando related that 10% is withheld on all jobs and during the holdback period, the contractor will be notified of any deficiencies.

Relating incidents of poor workmanship, overruns and time line extensions, Mr. Stewart urged that the Board become more stringent in its dealing with contractors, including exercising legal recourse.

Mrs. Deans asked that trustees be informed of such problems with contractors, and also urged that local firms be employed as much as possible.

Ms. Stewart, while sympathetic to Mr. Stewart's comments, expressed concern that stringent measures would no longer result in a fair sample of tenders. As well she noted

that not all delays are the fault of the contractor. She suggested that increased on-the-job surveillance by the architect might be warranted.

The motion was put to a vote and was CARRIED.

Update - Budget Communications Plan

Mr. Kawai reviewed the report containing the strategies implemented to date and the proposed radio talk programs. He agreed to provide trustees with more detailed information relating to the graphs, which represent the results of a recent survey. He will be prepared to report on the final cost of the communications plan, including the number of hours, at the June meeting.

At the request of Miss Cunningham, Mr. Rielly commented on a recent radio talk show on which he was a guest. It was his opinion that any opportunity to speak positively about education was worthwhile.

Referring to the graphs, Miss Cunningham queried whether the same group of people had been contacted in this second survey, and Mr. Kawai replied in the negative.

Mr. Forster, Information Officer, in reply to Mr. Allen, stated that last year he received 300 calls regarding education taxes. To date he has had 5 or 6 calls related to the budget, however, he anticipates this number will increase once the tax bills are received by taxpayers.

Responding to comments made about Mr. Rielly being on a rock and roll station talk show, Mr. Kawai said that future talk shows will be hosted by a variety of stations to ensure full market coverage.

Moved by Miss Cunningham:

That the Update - Budget Communications Plan be received for information. CARRIED.

Presentation - Memorial Home and School Association regarding renovations to Memorial School

(The members agreed to address this issue and the Officials' Report early in the meeting, as a courtesy to the Memorial community in the gallery.)

Mrs. Hill welcomed Mrs. Brenda Markwick who read the presentation on behalf of the Memorial Home and School Association.

In response to queries, Mrs. Markwick declared that conversion of the basement into classrooms was considered to be an absolute necessity by the parents, particularly in view of the increased enrolment and the large numbers of students per class. While parents were anxious for the renovations to be completed in one year, she admitted their acceptance of a two year-proposal, if necessary.

Several trustees referred to a recent Open House hosted by the Memorial Home and School Association and expressed appreciation for their hospitality, school tour and

information.

When Dr. Johnston asked the state of the windows, Mrs. Markwick remarked on the ventilation while the windows are closed.

While supportive of the needed renovations to Memorial School, Dr. Johnston stated his opposition to insulating the corrugated plastic covering on the windows as it might jeopardize the possibility of receiving funds under a Heritage designation. He also voiced teachers' comments about the negative impact on the classroom environment.

Mrs. Hill cautioned members to restrict their comments and questions to the presentation.

When Mr. Stewart explained the rationale for an eye wash as recommended in the report, Mr. Desmarais was supportive of correcting this safety concern.

Mr. Orlando confirmed that the eye wash station was part of the original renovations and that a dust collection system is scheduled for installation in 1992 at a cost of \$36,000, as part of an on-going program across the system.

Mr. Allen, at Ms. Stewart's request, outlined his tentative approach to the Ministry of Culture and Communications regarding a Heritage designation and possible funding. He assumed that senior officials would be responsible for initiating such a designation request on behalf of Memorial School.

Mrs. Markwick clarified the revised figures within her report on page 2. The estimated enrolment figures for 1990-91 should read 615 and the current enrolment as 650.

Mrs. Hill thanked Mrs. Markwick for her presentation.

It was agreed:

That the presentation from the Memorial Home and School Association be received for information.

Report from the Officials regarding Renovations - Memorial School

Mr. Orlando presented the report and recommended that the additional work, totalling \$400,000, be referred to the Accommodation Committee for decision in the June Accommodation Report.

Commenting on the state of Memorial School, Canon Rogers asked that officials consider doing part of the "Phase II" work along with the scheduled renovations. He echoed Dr. Johnston's earlier opposition to the window treatment and proposed the following: a) that no action be taken on the windows, b) that a Heritage designation be applied for and c) consider additional work that can be accomplished with this year's renovations.

Trustees alluded to reductions in the building maintenance budget over past years as being responsible for the poor condition of Memorial and other schools in the system.

Concerns for construction timelines prompted Trustee McWhinnie's support for a two-year program with safety, fire and building code upgrades to be completed during the first year.

Mr. R. Stewart agreed with Canon Rogers that the proposed window treatment was unacceptable. He urged that in view of the depressed economy, renovations as scheduled plus the conversion of the basement into three rooms be carried out as part of the first phase of construction.

When Mr. Orlando responded that the additional work would require the presence of the contractors within the school until late October or early November, Mr. Stewart recalled a similar situation associated with Adelaide Hoodless School renovations.

The conversion of the basement into three rooms is included in the estimate of \$400,000, however, Mr. Orlando explained that the other figure of \$1.2 million included further additional work which is not being recommended at present.

In reference to Mr. Orlando's concerns about the time frame relative to the additional work, Dr. Johnston offered to move the original expenditure of \$570,000 with the exception of the estimated cost of \$24-\$30,000 for the proposed window insulation. At the request of the Chair, he agreed to withhold his motion until the other speakers were finished.

While Mr. Allen approved of Mr. McWhinnie's suggestion of a two-year plan, to provide additional time to plan and fund the renovations, he was not supportive of referring this item to the Accommodation Committee because of the number of schools that are also in similar need and might jeopardize further funding.

Regarding portables, it was explained that one, and possibly two, would be required for September due to increased enrolment. However, should the additional renovation of the basement into classroom space be approved, it was felt three portables would be necessary to house students during the construction period. Mr. Orlando estimated the cost at \$30,000 to provide and prepare each portable.

Mrs. Deans was in favour of proceeding with the additional renovation and suggested the use of the gym as an alternative accommodation solution.

When Miss Cunningham questioned whether the Ministry of Education was considering more funding for renovations to

older schools, Mr. Shewfelt responded that he was not optimistic as he has not received a reply to last November's submission.

Mr. Stewart agreed with Mrs. Deans' suggestion of proceeding with the additional renovations, stating that plans were prepared as early as 1973 to convert the basement into classrooms. He considered it essential that additional funding for this work be approved now.

In response to Mrs. Hill's question regarding the expenditure required to convert the basement into three classes, Mr. Orlando stated that in addition to the \$400,000 for the estimated work he anticipated an additional \$60,000 for portables would be required to house the students from September until the renovations were completed, possibly as late as November.

In proposing a motion, Dr. Johnston reminded the members that basement rooms are not recommended by the Ministry for classroom use, although they may be the best solution at present. In support of referral of other expenditures to the Accommodation Committee, Dr. Johnston preferred that needs across the system be considered, not one school in isolation.

Moved by Dr. Johnston:

a) That the Board authorize the immediate expenditure of \$570,000 for renovations to Memorial School, excluding window renovations,

b) That consultation with Heritage officials be initiated regarding grants for renovations to Memorial School and

c) That the additional projected work be referred to the Accommodation Committee for consideration for inclusion in the 1992 Program.

Mr. Allen requested that the clauses be separated for voting purposes.

Mrs. Bishop supported the motion as she believed renovation expenditures should be decided from the perspective of the needs across the system. She felt it unfortunate that the condition of the school should be brought to the trustees' attention by the community rather than by the officials involved with building maintenance.

Noting the Accommodation Report was due on 1991 06 10, Mr. Stewart questioned if a response could be obtained about Heritage grants in time for that meeting.

Recalling Heritage grants received for Stinson School, Mr. Orlando said the grants were obtained because the Local Architectural Conservation Advisory Committee (LACAC) had declared the building to be historically significant, a

designation not applied to Memorial School. He warned that as a condition of application for Heritage grants, no work can take place until a decision has been made. Given the fact that the project is about to be tendered he doubted that there would be sufficient time. He also questioned whether the work done to this point on the building would have a negative impact on Heritage designation.

Moved in amendment by Mr. Stewart:

That an additional \$250,000 be allotted to convert the existing Music Room in the basement to three new classrooms.

Mr. Stewart considered the \$90,000 expense to house students in portables as a "bandaid" approach and urged that this funding, as well as the funding cut for window renovations, would be better spent towards the conversion of the basement into classrooms.

Trustees Deans, Rogers and Allen spoke in support of the amendment. While appreciative of Mr. Orlando's comments regarding LACAC and grants, Mr. Allen urged that this be investigated. In reference to Mrs. Bishop's comments, Mr. Allen noted that the community has a right to approach elected trustees about school concerns and he thought it was commendable that the community took an active role.

Mrs. Lowe spoke against the amendment quoting Mr. Orlando's comments that portables will be needed whether or not the additional renovations proceed with the resulting chaos on the playground. She believed the community would accept a two-year plan which would allow improved financial planning and avoid a deficit budget.

When Ms. Stewart asked if inquiries had been made in the community for temporary space to house students, Mr. Rielly stated there was no space in the immediate area that he was aware of, other than the possibility of busing students to Briarwood.

In response to Ms. Stewart's question about alternative accommodation, Mr. B. Kuhn, Principal of Memorial School, advised that the school has a very large auditorium. While not ideal, he stated it had been previously used as classroom space on a temporary basis.

Mr. McWhinnie clarified with Mr. Orlando that the additional \$250,000 for renovations to the classrooms would impact on the tendering process. In reply to his query regarding the source of money for these renovations, Mr. Shewfelt outlined three options: unbudgeted revenue expenditure, debenturing or an expenditure from the Capital Reserves. Acknowledging funds within Capital Reserves are designated for future projects, Mr. Shewfelt said a withdrawal would necessitate reconsideration of strategies and funding by the Accommodation Committee.

Noting funding for the project would now total \$820,000, Mr. McWhinnie wondered why only the \$250,000 was being spent and not the total required to complete all the renovations, the original \$900,000 to \$1 million. He then stated his support for Dr. Johnston's motion.

Miss Cunningham echoed comments of Trustees Lowe and Clarke and spoke against the amendment while supporting the motion. She preferred investigation of Heritage grants and alternative funding for this project.

Mr. Stewart reiterated his argument that the students could be housed within the auditorium and that the funds for portables be applied to the renovation costs.

Mr. Desmarais questioned whether the architect had proceeded with plan modifications as discussed at the previous meeting. Mr. Orlando replied that, based on the action taken at that meeting, he had not given any direction to the architect and that the design work for the classrooms in the basement would require 2-3 week's time. He estimated that following design and tendering, it would not be possible to complete this work prior to mid-October or November.

Trustees Desmarais and Baskin expressed concern about the feasibility of, and the restrictions imposed by, Heritage funding. Mr. Desmarais agreed with Mr. Stewart and Mrs. Deans that the savings of \$100,000 from the portables be applied to needed renovations this Fall, especially in view of the 1990 electrical fire at that school.

The motion and amendment were read at Mrs. Baskin's request. Referring to the 20% of the budget that is not for salaries, she said trustees are to blame for reduced funding for building maintenance over the years. She urged trustees to be responsible in future budgets to ensure all children receive equality of education. She concluded by suggesting funds in Capital Reserves be used and did not agree with the installation of portables which, she observed, often become permanent fixtures.

In response to earlier comments, Dr. Johnston expressed the belief that a Heritage designation can be quickly obtained, but that the delay might be in obtaining the funding. He understood Mr. Desmarais' concern for the safety of children as a result of the electrical fire, as did all trustees, pointing out that the electrical work is included in the original \$500,000 expenditure.

In response to questions, Mr. Shewfelt stated that these funds are not in the budget and based on a previous Accommodation Report, \$570,000 has been provided for in the Capital Reserve Fund.

Prior to the voting on the motion, Mrs. Hill asked Mr. Orlando to stipulate the work that would not be done if the \$250,000 was approved. He replied that the work that would not be undertaken would include the windows, a restriction of the work to floors, changes to the

administrative areas and structural problems with a coal bunker. All of this work would be referred to the Accommodation Committee.

The amendment was put to a vote and was CARRIED.

Clause a), as amended, was put to a vote and was CARRIED.

Clause b) was put to a vote and was CARRIED.

Clause c) was put to a vote and was CARRIED.

Mrs. Hill thanked Mrs. Markwick and the community on behalf of the members of the Operations Management Committee.

It was agreed:

That the report of the officials be received for information.

NEW BUSINESS:

Cash Flow Report

Mr. M. Newman, Accounting Analyst presented the Cash Flow Report for the period 1991 01 01 to 1991 03 31.

Moved by Canon Rogers:

That the Cash Flow Report as of 1991 03 31 be received for information. CARRIED.

Short Term Investment Report

Mr. Newman reviewed the Short Term Investment Report for the period 1991 01 01 to 1991 03 31.

Excluding the motions passed tonight, Mr. McWhinnie was assured the Board was on target with its budget.

In response to questions by Mrs. Deans, Mr. Newman stated that the drop in interest income reflected lower interest rates, and fewer funds to invest.

Moved by Mrs. Lowe:

That the Short Term Investment Report as of 1991 03 31 be received for information.

Mrs. Lowe noted that of the \$3,900,000 in Capital Reserves, \$1,500,000 was authorized for expenditure during this meeting.

The motion was put to a vote and was CARRIED.

Student Building Trades Trust Fund

The report was presented by Mr. G. Rutledge, Controller.

Moved by Miss Cunningham:

That the following recommendations regarding the Student Building Trades Trust Fund be approved:

a) That for 1991 a cheque be issued in the amount of \$800 to the Hamilton and District Home Builders' Association for awards to winners of its 24th Annual Student Design Contest, and

b) That for 1991 a cheque be issued in the amount of \$800 to The Board of Education for the City of Hamilton for awards to students in subject areas related to construction. CARRIED.

Burglary/Vandalism and Glass Replacement Report for 1990

Mr. D. Kelterborn, Manager, Property and Insurance briefly reviewed the report with members.

In response to a question about the fire at Memorial in 1990, Mr. Kelterborn advised that as the fire did not result from vandalism, this report would not reflect the cost.

Moved by Miss Cunningham:

That the following recommendations regarding the Burglary/Vandalism and Glass Replacement Report for 1990 be approved:

a) That the report be received for information.

b) That the report be presented to Committee when there are significant changes from year to year.

Mr. Shewfelt explained that for clause b), aside from an incidence of major vandalism or serious occurrence, this decision would largely be a matter of judgement.

Responding to an insurance inquiry about staff losses incurred during recent vandalism on the Education Centre parking lot, Mr. Kelterborn advised that coverage for personal possessions had been discontinued by the insurance companies as a result of the large number of students' claims due to locker thefts.

The motion was put to a vote and was CARRIED.

Sale of Princess Elizabeth School and site

Mr. Kelterborn related the details in connection with the report.

Responding to questions by Mrs. Deans relating to the letter from Ross and Ross, Mr. Shewfelt explained that while the officials were aware of the opportunity to have the property designated for its architectural significance, that designation had not been considered as being favourable in view of the Board's decision to sell this property.

Perceiving this to be a trustee decision, Mrs. Deans objected to being made aware "after the fact" that the building could be designated architecturally significant.

Mr. Stewart asked if the Board could be jeopardized legally if we now decided not to sell the school.

Mr. I. Gordon, the Board's solicitor, explained the tendering process is a request for bids, and the Board does not have to accept any of those bids. However, Ministry regulations stipulate that the property must be sold through a tendering process and the Board would have to re-tender this property in future if the Board decides not to go through with the sale of this property.

Mr. Stewart, in opposing the recommendation, suggested that the property would increase in value next year.

Noting that the architectural designation was not considered in 1989 when the decision to sell this property was made, Ms. Stewart felt it should not become a consideration at the instigation of one of the bidders. She supported the staff's action in this matter and referred to Mr. Gordon's letter as corroboration.

When Mrs. Deans suggested the building be used to house the Archives, Mr. Binns explained that this site and others had been contemplated. In addition to being difficult to access by public transportation, renovations would be required and it was the decision of the Accommodation Committee that it was not suitable for this purpose.

Mr. Rielly stated Senior Management strongly agreed with the Accommodation Committee's decision not to recommend Princess Elizabeth School as a site for the Archives.

Moved by Miss Cunningham:

That the bid of \$810,000 from Mr. Len Sardo for the purchase of Princess Elizabeth School and site be accepted and that the proceeds realized from the sale be placed in Capital Reserves.

Canon Rogers called the question and it was CARRIED.

The motion was put to a vote and was CARRIED.

Cash Tuition Fees

Mr. J. Paterson, Senior Accounting Analyst, presented the report.

Moved by Canon Rogers:

That the Cash Tuition Fee Schedule for the 1991-1992 school year be approved. CARRIED.

Relocation of Board Archives

Dr. Johnston spoke enthusiastically of the choice for a permanent location for the Archives and commended Mr. D. Brown, Consultant, Outdoor Education, for his contribution of time and talent in managing the Archives. Dr. Johnston advised that the Archives Committee anticipates their budget of \$4,500 will cover the transfer of materials to the new location.

Dr. Johnston stated he wished to move the recommendation contained in the report, however, he would like to amend it to include the additional words "and as a possible

records management site".

Moved by Dr. Johnston:

That the Archives be relocated in Room 115 at Ainslie Wood Secondary School as a long term location permitting it to function for the purposes of storage, research, display and deliberation, and as a possible records management site.

In her support of the motion, Mrs. Baskin extended her appreciation to Mr. Brown for his many and varied displays in the Education Centre in addition to his teaching and environmental skills.

In response to Mrs. Deans, Mr. Brown advised that a brass plaque from Princess Elizabeth School has been removed and will be housed within the Archives.

The motion was put to a vote and was CARRIED.

Report of the Transportation Committee

As noted on the Agenda, Mrs. Hill advised that this report will be presented at the June meeting.

Fire - Gordon Price Elementary School

At Mrs. Hill's request, Mr. Orlando disclosed the damage caused when fires were set in eight or nine locations within the new Gordon Price Elementary School, including destruction of the handicapped lift, damage to a section of the roof as well as smoke and stain damage. He estimated the cost, which will be covered by the Contractor's insurance, at \$50,000. He did not anticipate that the school opening would be delayed.

Mr. Kelterborn was not able to indicate for Ms. Stewart whether the economic climate had resulted in an increase in vandalism.

ELEMENTARY/SECONDARY

NEW BUSINESS: Recommendations of the Director

Moved by Mrs. Bishop:

That the recommendations of the Director of Education be approved.

CARRIED.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

MINUTES OF THE
SPECIAL MEETING OF THE OPERATIONS MANAGEMENT COMMITTEE
1991 06 10

Present: S. Hill (Chairman); Trustees Baskin, McWhinnie, Rogers, A. Stewart and M. Cunningham.

Not

Present: Trustees Desmarais and Penner.

Also

Present: Trustees Allen, Bishop, Clarke, Deans, Hicks, Johnston, Kennedy, Korz, Lowe, Mulholland, Patenaude Barker, and R. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
P. Shewfelt, Superintendent of Finance and Treasurer
B. Sinclair, Superintendent of Human Resources
R. Orlando, Superintendent of Plant
R. Kawai, Superintendent of Information Management Services
M. Quinn, Superintendent of Schools - Area 1
N. Nicholls, Superintendent of Schools - Area 2
R. Binns, Superintendent of Schools - Area 3
P. Gillie, Superintendent of Schools - Area 4
D. Rothwell, Superintendent of Schools - Area 5
R. Lavoie, Superintendent of Schools - French as a First Language
G. Rappolt, Assistant Superintendent of Program (Curriculum)
G. Rutledge, Controller
S. Rogers, Assistant to the Secretary

URBAN MUNICIPAL

JUN 11 1991

GOVERNMENT DOCUMENTS

Mrs. Hill called the meeting to order and welcomed Mr. Binns, Superintendent of Schools and Mr. Doug Trimble, Principal of Woodward School.

Mr. Rielly recognized the contribution of Mr. Binns and the members of the Accommodation Committee. He then commented on the systematic, global approach used in the planning process to link and integrate the human, financial and fiscal resources with priorities.

Mr. Binns noted that the Accommodation Committee structure was different this year, with the committee breaking into four teams. In addition to extending his gratitude to Mr. Trimble for his leadership, Mr. Binns thanked the Design and Production Team responsible for the production of the actual report. Mr. Binns reviewed pages 1 to 6 highlighting topics which had been addressed by the Committee in their report and noting those, such as Lot Levies, the Middle School Study and High Priority Capital Projects, which will come before the trustees in the Fall for further deliberation.

Area 1 Elementary Schools

Mr. Quinn presented the Area 1 Report. With respect to the recommendation regarding proposed renovations to Central School, Mr. Quinn explained that Dalton Insurance Company's lease will expire in August, 1995.

Mrs. Baskin, while pleased that Central School is scheduled for renovations in 1995, questioned whether there would be space for the children currently at Allenby School if it is closed.

Mr. Quinn responded that if the decision of the trustees is to close Allenby School, then a number of students from Allenby School would be accommodated at Central School, as it is probably the only school in Area 1 with potentially expandable space to accommodate these students. In addition, he pointed out the possibility of up to 140 junior school students from the proposed Lapp Property development, whose accommodation at Central would also be necessary.

Dr. Johnston commented that as many as 400 units may be built on the Lapp Property and as Earl Kitchener School is already over capacity, he viewed Allenby School as the only possibility for accommodating these students. He was also supportive of the proposed renovations to Central School.

At Mrs. Bishop's inquiry, Mr. Jackson advised he anticipated the overall capacity of Central School, after renovations, to be 297 students (122 + 175). His projection for 1994 enrolment of 194 students assumes that Allenby School will remain open and makes no allowance for the Lapp Property development.

Ms. Stewart expressed her pleasure with the comments regarding Central School. She doubted, however, that many students would result from the Lapp Property development as it is situated next to a major railway yard. She also commented on the number of immigrants living within the York/Hess area.

Mr. Mulholland suggested that the motion was premature in light of the uncertainty surrounding the Insurance industry and that Dalton Insurance may wish to carry on with the lease or even downsize. He was advised by Mr. Kelterborn that Dalton Insurance rents 12,000 square feet at an annual cost of \$86,400.

Mr. Mulholland stated he would be in favour of Allenby School remaining open to handle the placement of extra students, while saving the \$1 million renovation cost to Central and collecting \$86,000 per year rent from Dalton Insurance. He questioned the expenditure of \$1 million when accommodation is available at Allenby School. He was not supportive of the recommendation to renovate Central until more information was available upon which to make decisions.

In response to Mr. Kennedy's query, Mr. Quinn advised that all the students enrolled in the English as a Second Language (ESL) program live within this area. He agreed that there is an increasing number of students settling in Area 1 who require the ESL program.

Mrs. Baskin provided a brief historical background about Central School and expressed her pleasure with the increasing number of children in this area. She believed it was only fair to make plans to renovate Central School well in advance, both for Area planning and in consideration of Dalton Insurance's lengthy tenure as excellent tenants.

Dr. Johnston felt that if there was an accommodation need, it should be recognized prior to business tenants. Noting that support of this recommendation does not commit the Board to this expenditure but assists accommodation planning, Dr. Johnston offered to move this recommendation.

Mrs. Hill, in consultation with the Director, suggested that recommendations be considered following the presentation of the entire Accommodation Report. The members agreed with this procedure.

Mrs. Clarke was supportive of the motion to enable its inclusion in the Capital Expenditure Forecast.

When Mr. Mulholland asked if the Accommodation Report was going to be dealt with in an educational or economical manner, Mrs. Hill replied that she hoped both would be considered.

Area 2 Elementary Schools

Mrs. Nicholls presented the Area 2 report.

Mr. Stewart deemed the recommendations regarding Queen Mary and Adelaide Hoodless Schools as inappropriate and premature due to the impending Middle School Report.

While appreciative of his concern regarding the Middle School Report, Ms. Nicholls felt it was important to indicate on the Capital Expenditure Forecast (CEF) that these were possibilities for

the future rather than delaying their inclusion in the CEF. She had serious safety concerns about Queen Mary School and was reticent to delay further.

Mr. Stewart agreed that the state of Queen Mary School left "much to be desired", but believed that the Middle School Report might dictate whether it should be replaced by a JK - 5, JK - 8 or a middle school.

Mr. Rutledge advised that this Accommodation Report forms the basis of the Capital Expenditure Forecast to be filed in October or November of this year, identifying projects for the years 1993 - 1997. Delaying a year would then delay the grants for the project for another year.

Referring to last year's report, Mr. Jackson advised Mrs. Bishop that vacant rooms in Area 2 fell from 24 to 21 this year. This figure includes 10 rooms in Sanford School and 4 in Lloyd George School, neither of which is accessible to Queen Mary School.

Mrs. Bishop noted that Lloyd George School is at 48% capacity with 4 vacant rooms and questioned whether it was necessary to renovate this building rather than deploy resources elsewhere.

Mrs. Nicholls advised that the planned renovations were to upgrade to building codes. She further explained that this school is quite isolated with access limited to one major street as railway tracks divide it from the rest of the community.

Relative to King George, Mrs. Bishop clarified with Mrs. Nicholls that although there are vacant rooms, they are not located to enable them to be put to other uses.

Mr. Shewfelt confirmed for Mr. McWhinnie that the inclusion of projects on the Capital Expenditure Forecast does not commit us to proceed with these projects. Recalling earlier discussions regarding Memorial School and projected enrolment increases for September, he asked for clarification regarding the apparent lack of growth in enrolment.

Ms. Nicholls remarked that an enrolment of 671 students for September was projected, however, as the community lacks stability it is difficult to tabulate and she expects these projections will change. Mr. Jackson provided enrolment figures from 1987 which supported Mrs. Nicholls' comments about a "mobile" community. The estimate of 671 students was based upon the situation as of November, 1990.

When Mr. McWhinnie referred to the earlier recommendation for the addition to Memorial, Mrs. Nicholls replied that at the time of the recommendation they were adding two new classrooms to the school but this would not address the computer room or music room issue. Presently only one portable will be placed on the site.

Mr. Allen referred to Sanford School and earlier concerns about converting a three storey secondary school into a large elementary school and the loss of the community school concept with large numbers of students. He asked about the Middle School Report and its impact.

Mrs. Nicholls responded that as there are some sensitive areas within the report that might impact on communities, she felt it might be wise to discuss this issue in the Fall at the time the report is presented.

Mr. Allen was supportive of the renovations to King George and Lloyd George Schools and the proposed replacement of the Queen Mary School structure. Regarding Mr. McWhinnie's question concerning student numbers mentioned during earlier discussions about Memorial School, he said that the 670-student figure quoted was based on a projection from the Principal. Noting this is a very densely populated community, he also highlighted the transitive nature of this area.

In reply to Dr. Johnston, Mrs. Nicholls advised that the addition would no longer require the renovation of the basement for classroom purposes.

When Mr. Orlando clarified that the figure of \$1,300,000 in connection with Memorial does not include any allowances for Heritage grants, Dr. Johnston offered to make a motion to empower the officials to seek Heritage grants. Mrs. Hill agreed to call upon him at the appropriate time.

Mrs. Clarke, while agreeing that the CEF was an indication to the Province of pending financial projects, cautioned that the money may not be forthcoming.

Mr. Mulholland questioned why there were two recommendations regarding Memorial School, one on page 20 and another on 98, to which Mr. Binns responded that in the Plant Section (page 98) there is a complimentary recommendation for each project specifically to authorize the Superintendent of Plant to commence the process.

Mr. Orlando clarified for Mr. Mulholland that the awarding of a contract for Phase I of the Memorial School project would come before the Operations Management Committee this month and that he would not be authorized to take action on Phase II until approved by the Board.

Mr. Mulholland again questioned whether this was being dealt with educationally or economically and asked for the total costs of Phases I and II before accepting this recommendation.

Mr. Orlando indicated a total cost of approximately \$1.9 million and that within those funds he anticipates one portable being placed on the site.

Mr. Mulholland then questioned why an earlier proposal at a cost of \$1.2 million which included renovation of basement rooms had been replaced with a proposal for an addition and commented on the difference in total costs of these projects.

Mr. Kennedy commented on the deterioration of Queen Mary School and asked whether an inspection of the whole building had been done at the time the new gymnasium was added.

Mr. Orlando believed that an inspection would have made sense and he assumed the entire building had been inspected, although he was not in a position to verify this. His understanding is that the current gymnasium will be maintained and incorporated into the new structure.

Mr. Kennedy then referred to the rated capacity for rooms and was advised by Mr. Jackson that a computer lab is rated at "0" capacity, similar to a library or a gym. In response to further questions from Mr. Kennedy, Mr. Jackson explained how capacities for JK and SK classes are calculated and can impact on a school's total student capacity.

Mr. Stewart congratulated Mr. Binns on taking a new approach to renovations and consulting with the Principals early in September.

Commenting that he would speak regarding the budget area later, Mr. Hicks asked if the total of the \$1.3 million for Phase II at Memorial School will be spread over the 1992 and 1993 budgets.

Mr. Orlando maintained that as the majority of these funds would be expended in 1992, the total amount would have to be incorporated into the 1992 budget. He explained that the difference between the \$1.3 million and the \$1.9 million is the \$572,000 approved cost for Phase I of this project. The recommendation would be to debenture the \$1.3 million.

Mr. Hicks assumed that following Board approval, these totals would be included in the 1992 Proforma Budget.

When Mr. Hicks asked Mr. Shewfelt to comment on a recent newspaper article reporting this Board will receive \$1.9 million in grants from the Ministry, Mrs. Hill indicated that this would be addressed under Item #2 on the Agenda.

Mr. Allen commented on the seemingly, never-ending demand for upgrading and upkeep of schools

and the cost to the Board. In response to Mr. Mulholland, Mr. Allen pointed out that the recommendation for an addition addresses accommodation needs at Memorial School.

Area 3 Elementary Schools

Mr. Binns presented the Area 3 Report, noting that this area has little accommodation problem and, therefore, contains no recommendations.

In response to Mrs. Bishop's inquiry regarding vacant rooms, Mr. Binns indicated that enrolment in the area seems to have flat-lined, although Sir Winston Churchill has shown a slight increase.

Area 4 Elementary Schools

Ms. Gillie presented the Area 4 Report, focusing on the continued new housing development which resulted in the new Helen Detwiler School and the re-opening of Sherwood Heights School. She reviewed the current situation for the area as detailed on pages 30 and 31, stating that it has become clear that one additional school will be required in 1993.

Mrs. Bishop, in referring to the 1990 Accommodation Report, asked that the 1992 Accommodation Report reflect the number of vacant rooms in each area. Based on the 1990 figure of 13 vacant rooms, she estimated that 325 students could still be accommodated, however, Mr. Jackson clarified that currently there is one vacant room at Franklin Road School and two at Lisgar School.

Mrs. Bishop, commenting on the large congregations of Special Education students on the mountain and the resulting difficulty in integrating them, asked if another approach to accommodation needs might not better address a whole series of Special Education needs and provide some flexibility in accommodating other students.

Ms. Gillie acknowledged that the distribution of Special Education classes in Area 4 is a concern, yet she lacks the flexibility to make any other decisions. Staffing, class size and integration, the range of classes and delivery of programs in schools with large concentrations of Special Education students are issues which are considered. However, she does not expect growth in this area to ease until possibly 1994 or 1995.

In response to Mr. Kennedy's question, Ms. Gillie recounted Mr. Orlando's assurances that the Helen Detwiler School would be finished for September occupancy.

Ms. Gillie explained to Mr. Kennedy that the opening of the Helen Detwiler School would reduce enrolment pressure on Pauline Johnson School, necessitating the use of a portable at Thornbrae as a computer lab. She further explained the projected population bulge in Pauline Johnson and Thornbrae Schools would continue with development of Block 77 despite the opening of the Helen Detwiler School. She anticipates that as these students mature, portables from Pauline Johnson and Thornbrae would move to the Middle Schools to provide accommodation.

Mr. Binns referred all trustees to the report on portable allocation, page 101, noting that no portables would be purchased this year.

Area 5 Elementary Schools

Mr. Rothwell presented the Area 5 Report, which did not include any recommendations relative to building or renovations.

Referring to the 12 portables located at R. A. Riddell School, Mr. Hicks questioned whether one or two of the four portables to be demolished could be designated as storage for the Gilkson Park Community.

When Mr. Orlando commented on the poor condition of the portables, Mr. Hicks suggested the possibility of a co-operative financial proposal with the community group. Mr. Rielly suggested such a proposal should be considered by the Operations Management Committee.

When Mr. Orlando advised that demolition of these portables had been tendered for this Summer, Mr. Rothwell suggested that a "double field house" may be available once enrolment is known in September.

Mr. Hicks commented on the "interesting" process of enrolment where once Buchanan Park School was considered for closure and presently is just getting back to manageable numbers with the opening of a new school.

Capacity of Schools

Mr. Jackson recalled that at last year's Accommodation Committee a new method for calculating elementary capacity was approved and at that time a model for secondary school capacity was requested. He reviewed the rationale for the new formula and how the proposal would differ from Ministry calculations as outlined on page 73. A similar concept would be used for Vocational Schools.

In answer to Ms. Patenaude Barker's question relative to #8, page 71, Mr. Jackson explained that not all rooms are suited for instructional use for more than one subject, i.e. a Technical subject could not be taught in a French Room.

Mr. Jackson confirmed for Mr. McWhinnie that the 80% factor will only be used in determining capacity of schools and not for staffing calculations. The intent is to provide a reasonable guideline on which officials could base recommendations for changes, such as boundary changes, portable accommodation or a major building program.

Area Reports - Secondary Schools

Lower City

Mr. Binns presented the report on the Lower City Secondary Schools.

Mrs. Bishop spoke on behalf of the self-contained behavioural programs located at Delta and Westdale Schools, and expressed the hope that the program would not be moved out of Delta School.

Mrs. Nicholls shared Mrs. Bishop's sentiments and did not anticipate this program being moved from Delta School, barring a population explosion. She also noted the presence of two other programs at Delta, Honey Bears and Woodview.

In response to Mr. Stewart's questions regarding the Parkview program, Mrs. Nicholls' replied she did not anticipate expanding this program. Regarding feedback, she said any difficulties that arose was when these students entered the larger building of Scott Park and that staff were sensitive to assisting students with their feelings of loss. Both administrative and teaching staff in these schools are satisfied and would like the program maintained.

Mr. Stewart commented that he was hopeful that moving the Parkview students into Scott Park Secondary School would have resulted in an integrated school rather than a solution for an accommodation report, to which Mrs. Nicholls replied that integration may be "down the road" but not at the present time.

Upper City

Ms. Gillie presented the Upper City Secondary Report.

Mrs. Bishop raised accommodation concerns about the recent location of the Program for the Trainable Retarded from Vincent Massey School into Sir Winston Churchill School based on the capacities indicated by the bar graphs on page 47. It was later discovered that the bar graphs had been mislabelled and Mr. Binns asked that the following changes be made: Sir Winston Churchill be changed to read Sir John A. Macdonald - Scott Park be changed to read Sir Winston Churchill and Sir John A. Macdonald be changed to read Scott Park.

Mrs. Bishop then referred to the loss of 140 students at Westmount School since the Westmount 1990 program started and asked if there were any plans to study future accommodation at Westmount if

this trend continues.

Mr. Rothwell responded that he expects the enrolment at Westmount School will drop below 800 students for September, 1991. Relative to plans regarding this situation, he advised that, along with the Director, a number of trustees and the school Principal, he reviewed a number of strategies and recommendations that are presently being implemented that will result in a fair amount of change in the program for September, 1991.

When Mrs. Bishop questioned the composition of the Upper City Secondary School Principals to include vocational school principals, Ms. Gillie stated that the intent of Recommendation #2 on page 45 was to continue the review regarding Crestwood and Caledon. She noted the Superintendents of Schools would be included in this study, while acknowledging Mrs. Bishop's concern. The intent would be to bring this report back to the Accommodation Committee for their input and that presentations from interest groups would be welcomed.

Discussion then turned to the number of Ancaster students currently attending Sir Allan MacNab Secondary School. Mr. Stockwell assured him that the Board's first responsibility is to accommodating our own students. If a school in our system is closer than the closest school in their system and only if facilities are available, will out-of-city students be accommodated in our schools. If circumstances change, the Board has the right to ask students to relocate and notification is given as early as possible so as not to place them at a disadvantage in filling out option sheets. He concluded that according to an understanding with the Wentworth County Board only students from Scenic Woods development are allowed to attend Sir Allan MacNab.

Mr. Hicks then commented on Westmount 1990 and asked that consideration be given to opening this program to students city-wide.

Mr. Rothwell admitted that the idea of a "magnet" school is not beyond the realm of possibility and, personally, anticipated a trend in that direction may develop in the next few years. Relative to discussions about enrolment at Sir Allan MacNab School, he advised that the impact of a new Roman Catholic Secondary School, scheduled to open February 1992, is unknown and there is little information upon which to base any decisions.

In response to Mr. Hicks' query as to whether a magnet school type of delivery was a strong possibility for the near future, Mr. Rothwell responded in the negative but he did feel that there certainly would be considerable discussion on that issue.

Mr. Hicks urged the Accommodation Committee to consider this direction as a strong focus, emphasizing that the model upon which this program is based is open not only to families in the school area but the whole city.

Mr. Rielly considered Mr. Rothwell's points valid in terms of looking at magnet schools over the next 3-5-10 years. He did not believe, however, that this was an accommodation matter, but rather a program matter that should be considered by trustees starting in the near future. If it were deemed to be a direction, it would then be considered by the Accommodation Committee for physical needs.

Mr. Kennedy then asked about the possibility of realigning boundaries to relieve pressure on Hill Park School.

Referring to page 44, Ms. Gillie remarked that one proposal for consideration by the committee will be boundaries, however, specific proposals require further and careful planning.

In referring to the decline in student enrolment at Westmount, Mrs. Clarke recalled that the decrease in enrolment had been forecast prior to the implementation of the Westmount 1990 program. Mr. Jackson affirmed her statement, noting that development over the past few years has not been within the Westmount area, much of which is taken up by a reservoir and St. Elizabeth Village. Mr. Jackson also confirmed that the drop in enrolment at Sherwood School is the departure of the

Wentworth County students.

Mrs. Clarke also stated her belief that magnet schools would be to the benefit of the students, similar to the dental and visual arts programs and she looked forward to the study.

Mrs. Baskin pointed out that trustees can change boundaries if they so desire. Under our policy, she did not believe it was necessary to ask for a magnet school, as Board policy has been to accommodate students in a program, i.e. dental, if there is room.

When Dr. Johnston suggested that Wentworth County students attend Westmount School as opposed to Sir Allan MacNab School, Mr. Rothwell advised this very point had been discussed and would require further consideration in the next year.

Mr. Rielly cautioned that, in the past, a number of specialized programs that were offered had been taken advantage of by Wentworth County students and this issue would have to be explored further. He suggested that the assistance of the Chairman in speaking to the Wentworth Country Board Chairman, Director and Superintendents may be necessary.

Dr. Johnston suggested that the Chairman and Mr. Rielly officially consult with the Wentworth County Board of Education to arrange a mutually advantageous solution as it was his understanding that the Wentworth Board is short of space and there were students eager to attend Westmount.

Mr. Hicks, in responding to Mrs. Baskin, noted that trustees make decisions based on recommendations from the officials, such as the Accommodation Report tonight. While aware students cross boundaries to attend specialized programs, he did not think it was feasible to allow 100 students to cross the boundary to attend another school.

In closing the discussion, Mr. Mulholland commented on the financial shortfall to this Board in educating students from another Board and stressed that only those that can be accommodated within our schools should be accepted.

Area 6

Mr. Lavoie presented the Area 6 Report stating there were no major accommodation concerns.

Mr. McWhinnie referred to page 49 and inquired as to the division of Hamilton public and separate system students. He was surprised to learn that only 10% of the students in attendance at this school originate from the Hamilton Board of Education and wondered if the transfer payments cover the cost for educating these students.

Ms. Patenaude Barker commented that many of these parents change their taxes once their children are in the public system.

Mrs. Baskin remarked that at the time the former Minister of Education Bill Davis made the announcement regarding funding of Roman Catholic highschool students, it seemed logical to her that Georges-P. - Vanier School should be part of the Roman Catholic Separate School Board because of the large number of students from outside our Board's jurisdiction.

Vocational Schools

Mrs. Baskin expressed her concern about the continued separation of vocational schools based on the student's gender and she was disappointed that another year will be spent reviewing the amalgamation of Caledon and Crestwood Schools.

Mrs. Clarke stated that Mrs. Baskin was not alone in her concern, however, she cautioned that these schools have good vocational programs and there are many decisions to be made that would impact on this situation: location and the financial cost of program delivery once they are amalgamated.

Mr. Mulholland queried if the direction was away from the concept of co-ed vocational now, but Mrs. Clarke reiterated that the Accommodation Committee is already cognizant of the concerns raised by Mrs. Baskin. She noted that any recommendation from the Accommodation Committee would be brought to trustees.

Mrs. Bishop urged that a radical solution be sought to this costly program noting that the program already has a low Pupil-Teacher Ratio (PTR) and a high number of Learning Resource Teachers and guidance officials.

Mr. Mulholland urged the trustees to go into the schools and see these programs being administered.

Program Considerations

In Mr. Skidmore's absence, Ms. Rappolt presented the report on Program Considerations, reviewing Component I.

Responding to Mr. Allen's query about the chart on page 60, Ms. Rappolt indicated she would check to see if any error had been made as there was no indication that Scott Park would benefit from Technological Studies' grants.

Mrs. Nicholls advised Mr. Mulholland that the equipment from Briarwood School was split between Delta and Parkview Schools, and she understood they were satisfied with the division of the equipment based on their student population.

Regarding Component II, Ms. Rappolt advised that they are attempting to raise awareness of issues that require co-operative work between the Program Co-ordinator, the Superintendent(s) of Schools and the Plant Department. The intent of this section was simply to alert trustees to the major issues in upgrading program.

In regard to Briarwood School and Adult Education, Mr. Allen wondered if a permanent resource centre could be set up.

Under Component III Ms. Rappolt reviewed the seven current trends in Special Education and identified possible accommodation implications. She welcomed questions but cautioned that Mr. Skidmore might be better able to answer questions related to Special Education on Wednesday evening, as this was not her field of expertise.

Pointing out the large concentrations of Special Education students in some mountain schools due primarily to their accessibility, Mrs. Bishop complained that this report is identical to those in recent years and does nothing to reduce these congregations of students. She referred to the integrated model and the difficulty of trying to integrate large numbers of special education students into classes within one school, specifically Huntington Park, Lisgar and Linden Park Schools. She felt the report contained some nice sentiments but also the same old problems which have not been addressed. Acknowledging a review team is looking at delivery of this program, she urged that concrete solutions be found to address problems and concluded that she did not want to see another report like this again. She clarified that her anger was directed about accommodation issues relating to these students.

When Mr. Mulholland remarked on the rumour that the government will increase the Trainable Retarded school age to 23 with the resulting program and accommodation pressures, Ms. Rappolt advised Mr. Skidmore was aware of and looking into these possible legislation changes.

Mrs. Baskin felt decentralization has had a negative impact on Special Education, pointing out the loss of the Assistant Superintendent of Special Education, the loss of a Gifted consultant and that only 5 Special Education consultants deal with 11 or 12 exceptionalities. She felt these people would have benefited from a congregated rather than scattered setting to provide ease of communication and consultation.

Relative to the Radwanski Report in relation to Special Education, Mrs. Baskin opposed mainstreaming and she hoped that this Board would also fight it.

At this point in the meeting Mr. Hicks requested that further financial information be provided at the next meeting so that trustees would have a total financial plan including the current 1992 levy, reserves and debentures.

Mr. Shewfelt agreed the information could be provided.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

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JUNE, 1991

OPERATIONS MANAGEMENT COMMITTEE

URBAN MUNICIPAL

JUNE 11 1991

GOVERNMENT DOCUMENTS



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MINUTES OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 06 11

Present: S. Hill (Chairman); Trustees Baskin, Desmarais, McWhinnie, Penner, Rogers, A. Stewart, and Cunningham.

Also Present: Trustees Allen, Bishop, Deans, Hicks, Johnston, Kennedy, Korz, Lowe, Mulholland and R. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Shewfelt (Superintendent of Finance and Treasurer)
D. Skidmore (Superintendent of Program)
B. Sinclair (Superintendent of Human Resources)
R. Orlando (Superintendent of Plant)
R. Kawai (Superintendent of Information Management Services)
M. Quinn (Superintendent of Schools, Area 1)
N. Nicholls (Superintendent of Schools, Area 2)
R. Binns (Superintendent of Schools, Area 3)
P. Gillie (Superintendent of Schools, Area 4)
D. Rothwell (Superintendent of Schools, Area 5)
G. Rappolt (Assistant Superintendent of Program [Curriculum])
G. Rutledge (Controller)
S. Rogers (Assistant to the Secretary).

Mrs. Hill called the meeting to order and asked for confirmation of the minutes.

Moved by Canon Rogers:

That the minutes of the 1991 05 07 meeting be approved as presented. CARRIED.

When the Chairman drew attention to the people in the audience from Allenby School, Canon Rogers made the following motion:

That the Agenda Item, Report of the Allenby School Review and Analysis Committee, under New Business, Elementary/Secondary, be dealt with first on the Agenda. CARRIED.

ELEMENTARY/SECONDARY

Report of Allenby School Review and Analysis Committee Mr. Quinn introduced the members of the Allenby School Review and Analysis Committee and reminded the trustees that this report is the next step in the 18-month process initiated by a motion in June, 1990, to study Allenby School for closure.

Ms. Nancy Leslie, Chair of the Committee and accompanied by Committee member Ms. Peggy Sue Paterson, presented the Report of the Allenby School Review and Analysis Committee. She thanked the Principal of the school and Trustees Bishop and Hill for their counsel throughout this process as well as expressing appreciation to the community for its support.

In response to a question, Ms. Leslie referred Mrs. Bishop to their original brief for details relative to new housing developments in the area. She added that they have since become aware of two other developments at the corners of Bay and Hunter Streets and Main and Hughson Streets.

Mrs. Bishop presented a petition signed by 326 people from the Allenby neighbourhood opposing the closing of Allenby School.

When Mrs. Hill noted that the Board's School Closure Policy is an 18-month process, Mr. Mulholland suggested that if two-thirds of the members wished to consider this issue this evening and a decision was made for the school to remain open, the School Closure Policy would then become null and void. Mr. Mulholland felt that this decision should then be included in the 1991 Accommodation Report.

Mr. Rielly clarified that the motion to study Allenby School for closure was at the initiative of the trustees.

Mr. Hicks recalled the previous night's meeting regarding the Accommodation Report and the information relayed relative to the new housing developments in that area which will create a critical need for accommodation at Allenby.

It was agreed that:

That the Community's Report of the Allenby School Review and Analysis Committee be received for information.

Moved by Mr. Mulholland:

That the matter of the closure of Allenby School be dealt with tonight.

Mrs. Hill reminded the members that a two-thirds majority vote would be required; the vote was taken and the motion was CARRIED.

Moved by Mr. Mulholland:

That no action be taken relative to Allenby School Closure at this time.

Mr. Hicks suggested referring this issue to the Special Meeting of the Operations Management Committee dealing with the 1991 Accommodation Report so it would not be considered in isolation from the rest of the system.

Mr. Quinn responded to a question that the lack of classroom space in Area 1 would necessitate boundary changes.

Mrs. Bishop strongly endorsed support of the motion, particularly in view of the new housing developments in the area.

Mr. Stewart supported the motion, pointing out that space in Central School is committed for rental until 1995.

Dr. Johnston, being in full support of the motion, suggested that it be re-worded to rescind the motion to study Allenby School for closure.

Mr. Quinn confirmed that a viable primary/junior program can be provided at Allenby School.

Canon Rogers noted that he had opposed the motion to consider this item this evening in preference to referring this Report to the

Officials as per the established policy and procedures. However, he indicated he would now support the motion to keep the school open.

Mr. McWhinnie asked if the Officials could support this recommendation at this time.

Mr. Binns, reminding the members that Senior Management has not discussed the Review and Analysis' Committee report, said that he could support the school remaining open, based on the information presented.

Mr. Quinn concurred as any significant change in enrolment figures in the surrounding schools is not anticipated. Mr. Quinn confirmed for Mr. McWhinnie that acceptance of the motion will not impact on any other decisions the Board may make, other than the possibility of placing Central School into the Capital Expenditure Forecast for 1995.

Mr. Allen, speaking in support of the motion in view of the presentation tonight and the potential growth in that community, added that he hoped shortening the established school closure process would not create difficulties at a later time.

Mrs. Baskin supported the recommendation in light of the accommodation problems in the area. She emphasized her reasons for recommending that the school be studied for closure were based on the fact that the building was not originally intended to be a school and, as such, it has the least to offer of any school in the city, (i.e. gymnasium, playground, etc).

In recognition of Dr. Johnston's earlier comments, Mr. Mulholland agreed to re-word his motion as follows:

That the motion from the June, 1990 meetings of the Operation Management Committee and Board that Allenby School be studied for closure be rescinded and that the school remain open.

Mr. Rielly confirmed that a two-thirds vote is required for a rescinding motion.

Mr. Mulholland noted that a vote to keep the school open does not preclude Allenby School from any future consideration for school closure.

The motion was put to a vote and was CARRIED by the required majority.

Mr. Hicks requested that the Officials consider the Review and Analysis Committee's Brief and address the issues as appropriate, i.e. possible boundary changes and split grades. He encouraged the Community in its stated intention to form a Committee to examine future accommodation needs.

GENERALBUSINESS ARISING OUT OF THE MINUTES:Report from the
Officials in Response
to the City of
Hamilton's request to
reconsider the overall
plan to establish a
Senior Citizens' Drop-In
Centre - Lake Avenue
School

Mr. Binns reviewed the Report and drew attention to the motion as passed by the Operations Management Committee in December, 1990, particularly Clause (c).

Moved by Mrs. Baskin:

That the following recommendations relative to the City Hall's request for the Board to re-consider the overall plan to establish a Senior Citizens' Drop-In Centre - Lake Avenue School be approved:

(a) That the Report from the Officials be received for information.

(b) That, since the City's proposed location for the Senior Citizen's Drop-In Centre will have a serious impact on the operation and activities of Lake Avenue Elementary School, the City's request be respectfully declined.

Not wanting to adversely affect the educational environment at the school, Canon Rogers supported the motion and asked that the Board stand firm in its position in this regard.

The motion was put to a vote and was CARRIED.

Report of the Asbestos
Response Team -
18 month review

Mr. Stockwell presented the report and contributed the excellent work of the Asbestos Response Team with the fact that asbestos has not been an ongoing issue. Noting that the Ministry of Labour has used Hamilton as a prototype for other boards of education, he pointed out that the model relieved the Plant Department from a responsibility that would have been added to their already heavy workload and has resulted in considerable cost savings to the Board over what contractors would have cost. It was pointed out that the budget allocation for 1991 has been made.

Moved by Miss Cunningham:

That the following recommendations from the Report of the Asbestos Response Team - Eighteen-Month Review, as put forward by the Asbestos Steering Committee, be approved:

(a) That the Asbestos Response Team continue its mandate until December, 1991.

(b) The Asbestos Response Team position of Project Manager be eliminated effective 1991 08 31. Leadership for daily activities of the Team will be assumed by the Field Supervisor who will report to the Asbestos Steering Committee.

(c) That the Asbestos Response Team position of Technical Supervisor be reduced from a half-time position to an occasional consultative role, as required, effective 1991 08 31.

(d) That the Asbestos Steering Committee present a report that reviews the long-term direction of all asbestos abatement

work and strategy for the future management of asbestos in the system to the December, 1991, meeting of the Operations Management Committee.

Mrs. Bishop thanked the Team for the incredible work they have done in the last 18 months, particularly the work of the Project Manager.

It was confirmed for Mr. Mulholland that these recommendations neither restrict the operation of the Team nor the work to be done.

Mr. Mulholland commended the Team for the good job they have done in "tackling the biggest and dirtiest job".

Mr. Stockwell responded to Mr. Kennedy that there is significant documentation of the Team's work.

Mrs. Deans pointed to the good things that happened when the Team was formed and the Board, Federations, Unions and staff started to work together

The motion was put to a vote and was CARRIED.

Budget Communications Plan

Mr. Kawai presented and reviewed the Report, particularly the graphs on pages 11-18 and thanked the trustees for their participation and interest over the past many months.

In response to Mr. Allen, Mr. Kawai indicated he would prefer not to name the firm which is prepared to provide a full-day workshop as mentioned in Strategy 1 as talks are ongoing.

Mr. Kawai agreed to obtain copies of the Tax Bill insert as referenced in Strategy 9 for the trustees.

Mr. Allen suggested that Open Line Radio talk shows be monitored daily in order to alert the Officials for possible input on contentious themes or for the Information Officer to provide assistance. While Mrs. Deans supported this, Mrs. Baskin objected to staff time being used in this way.

Mr. Kawai confirmed that the local newspapers, including the weeklys, are monitored.

Mr. Forster replied to a question that the possibility of Cable 14 carrying Board meetings was explored last year but it was determined that the costs were substantial, i.e. to provide adequate lighting in the Board Room as well as cables that would have to run from either Copps Coliseum or the City Hall. In addition, the Board would be responsible for the production, either through staff or volunteers, as Cable 14 would not provide assistance in this regard.

Mr. Johnston, noting that the graphs show more positive responses from the public, supported the direction of the Communications Plan.

Moved by Mr. Mulholland:

That the Budget Communications Plan - Third Progress Update be received for information. CARRIED.

NEW BUSINESS

Recommendations of the Director

Mr. Skidmore introduced the recommendation, noting that it is a traditional report to the Board. Adding that the information is prepared by Mr. Bill Oja, Textbook Department, in consultation with the principals and Co-ordinators and Consultants, Mr. Skidmore commented on the amount of work this Report represents and expressed appreciation to those responsible.

Moved by Mrs. Baskin:

That the following recommendation of the Director of Education be approved:

(a) That the names of those texts, as distributed, be approved for use in the schools and be added to the lists of texts previously approved by the Board of Education for the City of Hamilton.

Driver Education Quotations - 1991 - in car

Mr. Skidmore presented the report.

Moved by Canon Rogers:

That Vera's Driving School be authorized to provide in-car instruction for the Driver Education Program for the period 1991 09 03 to 1992 08 31 at no cost to the Board. CARRIED.

Adult and Continuing Education Report i) General Interest Courses, Recommendations 19, 20, 21 and 22

Mr. Skidmore introduced the Report and reminded the members that these recommendations are a portion of the total report from the Adult and Continuing Education Action Team. In reviewing the recommendations, he pointed out that #22 should be considered in context with the recommendations in the Report relative to creating an Adult Day School at Briarwood School.

Mrs. Deans expressed serious concerns about the large increase in fees for the senior citizens and questioned whether consideration was given to phasing-in the increase over a number of years.

Mr. Skidmore replied that the Action Team looked at a number of alternatives in light of the significant increase. However, it was determined that to do other than what is being proposed would result in the Board operating "in the red" for another two years.

Mrs. Deans did not support the recommendation as the increase would eliminate people who have been taking courses. She also referred to the additional costs for material some of these courses require.

Mr. Skidmore noted that other boards of education do not offer general interest courses to senior citizens at the low rate Hamilton has been offering. When Mrs. Deans pointed to what the Toronto Board of Education is able to do, Mr. Skidmore emphasized that their negative grant situation makes it possible for them to do what the Hamilton Board cannot.

Moved by Miss Cunningham:

1. That the following recommendations in the Adult and Continuing Education Action Team Report (Program Department Strategic Planning Directions Paper) be approved:

General Interest Courses (Recommendations 19, 20 and 21)

(a) That the fee structure for General Interest Courses be established on a cost recoverable basis in terms of salaries and instructional supplies and that the number of sessions being offered be reduced from three (3) shorter sessions to two (2) longer ones.

(b) That the average class size by Centre for General Interest Courses be established at sixteen (16) with a minimum class size of twelve (12).

Timeline: Ongoing

(c) That the number of evening locations for General Interest Courses be reduced from nine (9) to eight (8) with the closing of Sir Winston Churchill Secondary School site.

Timeline: Effective 1991 09 01.

2. That the following recommendation in the Adult and Continuing Education Action Team Report (Program Department Strategic Planning Directions Paper) be referred to the 1991 06 17 Special Meeting of the Development Committee:

General Interest Courses (Recommendation 22)

(a) That additional daytime sites for General Interest Courses be established in the east end of the lower city.

Timeline: Effective 1991 09 01.

Mrs. Bishop spoke in opposition to the referral motion suggesting that there were other sites that could be considered and cautioned that this direction could be lost if the Briarwood concept is not approved.

Mr. Skidmore confirmed that this recommendation of the Action Team is not exclusive to Briarwood but suggested that the trustees might give direction at the 1991 06 17 meeting to explore alternative sites.

Clause 2. (a) in the motion was put to a vote and was CARRIED.

Mr. Allen supported the recommendation relative to the senior citizens' fees as representing a realistic increase.

Mrs. Baskin offered that there were service clubs in Hamilton that might be willing to provide financial assistance for senior citizens and others in the community.

Dr. Johnston, supporting Mrs. Baskin's comments, suggested adding "scholarships available" be added to advertisements. He questioned whether this should be referred to the Officials for consideration of a policy or procedure that could come back to the trustees for approval.

Mr. Skidmore admitted that this was a concept he had not contemplated and expressed some concerns relative to the lack

of staff resources to either adequately explore this or to become significantly involved. He added that he would not want the Board to become involved in the money transactions between the "client" and the service club.

Mr. Mulholland objected to a suggestion that the Director contact service clubs for donations and proposed that individual trustees can become involved in individual situations as they come to their attention.

Dr. Johnston countered that the purpose of education is to enrich the lives of both young and old and felt that some efforts could be expended to ease the increase in fees facing many people. While agreeing that the Board should not become involved in the administering of these scholarships, he would like to be able to refer people to the appropriate sources for assistance.

Clause 1. (a) was put to a vote and was CARRIED.

Clause 1. (b) was put to a vote and was CARRIED.

Clause 1. (c) was put to a vote and was CARRIED.

Moved by Dr. Johnston:

That the phrase "scholarships available" be added to advertisements regarding General Interest Courses provided that such scholarships are offered by Service Clubs.

Mr. Mulholland challenged the Chair's acceptance of the motion.

The challenge was put to a vote and was CARRIED and, therefore, the motion was not accepted.

Mrs. Baskin indicated that the Zonta Club would send a letter to the Board offering its assistance in this regard.

Mr. Mulholland stated his preference that this issue be dealt with at the individual school level.

Mrs. Baskin responded that coming publicly to the Board might serve to encourage people to apply for the assistance.

String Program

Ms. Rappolt, in presenting the Report on the current status of the String Program, expressed appreciation to the Finance Department for their assistance in converting this program to a user-pay system. The teachers, the Co-ordinator of Music (Mr. Weil) and the parents were also commended for their support. The recommendations in the Report are in anticipation that the process and enrolment will remain stable.

Moved by Dr. Johnston:

That the following recommendations regarding the Strings Program be approved:

(a) That the Hamilton Board of Education Strings Programs be continued on a user-pay basis.

(b) That the fee be \$215 (with modifications as shown in the report) for the 1991-92 school year.

(c) That in future the Program and Finance departments jointly set the fee on a user pay basis.

(d) That the program be monitored by the Co-ordinator of Music and be reviewed on a regular basis.

Canon Rogers objected to the "user-pay system" as it creates an exclusive program available only to those who can afford to pay.

In response to a question by Mr. Desmarais relative to instruction on wind instruments provided to students, Ms. Rappolt explained that instrumental programs are an integral part of the Middle and Secondary School programs and are available to all students at no additional expense.

Mrs. Baskin clarified that the Music Program within the schools is part of our curriculum while the Strings Program is not.

The motion was put to a vote and was CARRIED.

Pupil Accident
Insurance Quotes
(2 year renewal)

Mr. Kelterborn presented the Report.

Moved by Miss Cunningham:

That the Public Accident Insurance policy as submitted by Reliable Life Insurance Company for 1991-1993 be approved.

Mr. Kelterborn confirmed that students who participate in sports activities can opt for additional insurance on a volunteer basis. The Insurance Company will also offer a plan for adults who are enroled in full-time programs.

The motion was put to a vote and was CARRIED.

Interim Financial
Status Report

Mr. Rutledge presented the Report.

Mr. Shewfelt clarified for Miss Cunningham that this is a "modified" Report based on "cash flow" which may account for apparent discrepancies between budget Lines and indicated that the next quarterly report may not show any decrease per se.

Mr. McWhinnie, noting that this format was a result of his motion, indicated that Mr. Shewfelt will be making some modifications as the process evolves that will provide more information for both trustees and staff. He commended the staff in preparing the Report.

Moved by Mr. McWhinnie:

That the following recommendations regarding the Interim Financial Status Report be approved:

(a) That the Interim Financial Status Report be received for information.

(b) That this new format for the report be accepted and that it replace the Cash Flow and Short Term Investment Reports.

Mr. Shewfelt emphasized that, while this Report represents a large undertaking for the staff, it is also a welcome opportunity in preparation for a new era of greater accountability. Noting that the Report is a rather detailed analysis of the current status of the approved budget, Mr. Shewfelt submitted it was a building block on which to refine the information as more sophisticated methods are developed. He suggested that this Report will ultimately become a forecasting document.

The motion was put to a vote and was CARRIED.

Capital Grant Allocations

Mr. Shewfelt reported on the process in which the Board made application to the Ministry for capital grant allocations towards the projected expenses of 25 million dollars over a five-year plan.

Emphasizing that the Board has not received any confirmation in writing relative to the Ministry's response to the application, Mr. Shewfelt reported it would appear, based on conversations with Ministry personnel and from their News Release, that the Hamilton Board will be allotted a total of \$1,980,000. He pointed out that \$50,000 of this amount is allocated for asbestos but will result in \$35,000 as per the grant rate and, while allocated for 1992, will not be received until 1994.

Mr. Shewfelt offered to provide copies of the News Release to the trustees.

Numerous trustees expressed alarm at such a meagre allocation. Suggestions were made for a closer examination of continuing Ministry mandated programs as well as the importance of publicizing the inequity in terms of grant monies available to the public vs. separate school boards and specifically what this allocation will mean to the operations of the Hamilton Board. A comment was made that it appears the Hamilton Board is being penalized for being fiscally responsible.

Miss Cunningham, citing the promises by the government that public school boards would not suffer as a result of separate school funding, suggested that if this is indicative of what the Hamilton Board can expect for the future, perhaps it is time to start writing strong letters to the Ministry as well as informing the community that public education funding is diminishing.

When Mr. Shewfelt responded that Mr. Korz' request for the costs of Ministry mandated programs was too broad to be addressed, Mr. Korz suggested highlighting the relatively new initiatives.

When Mrs. Hill noted that this would be an extensive report, Mr. Korz withdrew his request.

Mrs. Deans expressed disappointment in the allocation and suggested that the local Members of Provincial Parliament be invited to hear this Board's concerns and then given an opportunity to explain and offer solutions.

Moved by Mrs. Deans:

That the three area Provincial Cabinet Ministers be invited to a public meeting of the Board members as soon as possible to discuss the Hamilton Board of Education's grant allocations and the problems that have been created by this decision. CARRIED.

Mr. McWhinnie noted that the Board must be proactive now that it is no longer a member of O.P.S.B.A and stressed it is incumbent on the Public Relations Department to refine these concerns and circulate them not only to the local MPPs but the local politicians, the press, the Unions, Teachers' Federations and everyone else. He urged the Director to counsel those involved to develop an easy-to-read format so that everyone will get the message.

Mr. Rielly replied that these suggestions will be taken under consideration. Noting that concerns have been communicated to the Ministry staff, he suggested that this route is questionable as these people are not responsible for the decision but are merely administering the grants as allocated.

Mrs. Deans, in acknowledging Dr. Johnston's concerns that a public meeting with the Cabinet Ministers will not be productive, agreed to change her motion to "a meeting of the Board members" and to include the Minister of Education. She concluded debate by emphasizing the intent of the motion is to provide awareness to the elected representatives in this area of the impact of the allocations on the Hamilton Board and thereby providing them an opportunity to do something about it.

The Chairman read the motion, as follows, prior to the vote being taken.

That the three area Provincial Cabinet Ministers and the Minister of Education be invited to a meeting of the Board members as soon as possible to discuss the Hamilton Board of Education's grant allocations and the problems that have been created by this decision. CARRIED.

Moved by Dr. Johnston:

That a letter be sent immediately to the Minister of Education, with a copy to the three area Cabinet Ministers, expressing our strong concerns and stating the reasons why the Board members wish to meet with them in order that they may be prepared to respond to our concerns.

Dr. Johnston explained the intent of the letter is to convey in strong terms this Board's concerns so that all concerned will know exactly why a meeting is being requested.

The motion was put to a vote and was CARRIED.

Awarding of Contractsi) Gibson School

Moved by Mr. Stewart:

That the following recommendations relative to Gibson School renovations (Stage I) be approved:

(a) That a contract be awarded to Bestco Construction Corp. in the amount of \$463,554.

(b) That this project be funded from Capital Reserves in the amount of \$498,554.

Mrs. Deans questioned whether the hiring of local firms wherever possible could be made part of our tendering policy.

Mrs. Lowe drew attention to the discrepancies among the three contracts on the Agenda relative to the amounts listed for "Permit, P.O. Fees, Contingency".

Mrs. Hill noted that Mr. Desmarais' suggestion of providing a breakdown in these three figures in future reports will be taken under consideration.

Mr. Allen suggested the issue of local contractors be considered at another time.

In reference to the work being deleted from this phase of the project, Mr. Orlando confirmed that all tenders were submitted on that basis.

The motion was put to a vote and was CARRIED.

ii)Hillcrest School

Mr. Orlando pointed out that \$13,556 should be added to the total estimated cost of the project to total \$277,246.

Moved by Canon Rogers:

That the following recommendations relative to Hillcrest School renovations be approved:

(a) That a contract be awarded to G. S. Wark Limited in the amount of \$193,670.

(b) That this project be funded from Capital Reserves in the amount of \$277,246. CARRIED.

iii)Memorial School

Moved by Mr. Allen:

That the following recommendations relative to Memorial School renovations be approved:

(a) That a contract be awarded to D. S. Alvey Ltd. in the amount of \$551,500.

(b) That this project be funded from Capital Reserves in the amount of \$641,500. CARRIED.

Mr. Orlando replied to Mr. Stewart that the Board is eligible for a Goods and Services Tax rebate of 68%.

Request of the City of
Hamilton re Proposed
Tennis Court Site -
Chedoke School

Mr. Rielly drew the members' attention to the letter from the City of Hamilton requesting consideration of this proposal and suggested a decision whether to pursue the matter was in order rather than a decision on the request.

Mr. Hicks detailed the background to the request. Noting that its original proposed location at Calquhoun Park was turned down by that community, the City then looked to the school property as a possible site for the tennis courts.

After detailing the location under consideration on the property and relaying the concerns of the immediate neighbourhood, Mr. Hicks expressed his opinion that an elementary school should not be equated to a recreation centre and this was, therefore, the wrong location for the tennis courts.

Moved by Mr. Hicks:

That no action be taken on the request of the City of Hamilton re a Proposed Tennis Court Site - Chedoke School. CARRIED.

Mr. Hicks added that he may bring this back to this Committee for consideration if he senses the community would like to reactivate the request.

School Crossing
Guard - Fairfield
School

Mr. Mulholland indicated that it now appears that City Council will be reversing its decision to eliminate a number of school crossing guards, including the one at Fairfield School.

Moved by Mr. Mulholland:

That a letter be sent to the City Hall Transportation Department reaffirming the Board's position that we support the safety of children relative to school crossing guards. This letter should express our concern that through budget deliberations school crossing guards were removed and requesting that the Board be informed when action of this nature is being considered.

Mr. Rielly responded to Mr. Mulholland's request that a letter could be sent prior to the 1991 06 20 Board meeting as the debate at City Council will occur before that date. He pointed out, however, that at Mr. Hicks' instigation, a letter was forwarded to Murray Main, the Director of Traffic Services, highlighting these concerns in a global way.

The motion was put to a vote and was CARRIED.

Ministry Cancellation
of \$100 Scholarships
for Grade 12 Honour
Students (requested
by Trustee Korz)

The Chairman, noting that this item had been added to the Agenda at Trustee Korz' request after distribution, announced that a two-thirds majority was required to deal with the item this evening.

A vote was taken and the two-thirds majority required to consider the item this evening was not received. Mr. Korz requested that it be placed on the September Agenda of the Operations Management Committee.

Report of the
Transportation
Committee

Moved by Mrs. Lowe:

That the following Report of the Transportation Committee be approved:

(a) That the report regarding Bus Passes - Secondary School Students be received for information.

(b) that the Transportation Policy, as amended, be approved.

Mrs. Lowe pointed out that the Transportation Committee is not recommending any change in practice relative to the Bus Passes - Secondary School Students. She drew attention to the change in policy relative to the Middle School students as outlined on page 49.

When Mr. Rielly confirmed that transportation would not be provided for a student whose neighbourhood school is Westmount but who chooses to attend another secondary school because of the Westmount 1990 program, Mr. Allen questioned this aspect of the policy when the educational experiment at that school has been initiated by the Board.

The motion was put to a vote and was CARRIED.

Report of the Special
Education Advisory
Committee

Moved by Mrs. Bishop:

That the following Report of the Special Education Advisory Committee be approved:

(a) That the Provision of Special Education Programs and Special Education Services, Eighth Annual Review, 1990-1991, be approved for submission to the Ministry of Education. CARRIED.

Report of the Committee
to Study the Budget
Review Process

Mr. Hicks indicated that the recommendation in the report on Page 54A should be appended to the Report of this Committee.

Moved by Mr. Hicks:

That the following Report of the Committee to Study the Budget Review Process be approved:

(a) That the following motion, made by Trustee McWhinnie at the November, 1990 meeting of the Operations Management Committee, be referred to the Integrated Information Services Steering Committee:

"That an update from Senior Management be received at the December Operations Management Committee meeting detailing a plan for development and implementation of an improved financial information system, providing for accurate, timely, responsive and meaningful financial management reporting for use by trustees, management and appropriate staff."

(b) That the first draft of the 1992 Proforma Budget be amended to reflect a targeted increase of 6 percent on the average \$5,000 Assessment.

(c) That the 1992 Proforma Budget be considered by the Committee to Study the Budget Review Process to enable the Trustees and Senior Management to collaborate in the development of the 1992 Budget Guidelines and the process to achieve those guidelines prior to presentation to the Operations Management Committee.

Clause (a) was put to a vote and was CARRIED.

Clause (b) was put to a vote and was CARRIED.

Mr. Hicks drew attention to Clause (b) and noted that this is the earliest a percentage increase target has been presented to the Board. He reported that the intent of Clause (c) is for the Committee to Study the Budget Review Process to review the Proforma Budget line by line, in co-operation with the Officials, and to report back in the Fall.

Clause (c) was put to a vote and was CARRIED.

Mr. Shewfelt noted the amount of "soft" information relative to estimated provincial grants at this stage in the Proforma Budget and suggested that collaboration and patience will be required as the process evolves.

Mr. Hicks reminded the members that this is the first stage of the year-long process of developing the budget and he encouraged the trustees to attend the meetings as the Committee reviews the Proforma Budget.

**Block 96 - Chappel
East/Chappel West
Site**

This item was discussed at an in-camera session following the public meeting and the following action resulted:

Moved by Dr. Johnston:

That the Superintendent of Finance and Treasurer be authorized to execute the option agreement in the amount of \$75,001.00 for sale of lands required by The Corporation of the City of Hamilton for roadway purposes in Block 96 - Chappel East/Chappel West. CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

**Recommendations of
the Director of
Education**

Moved by Canon Rogers:

That the recommendation of the Director of Education be approved.

At Mr. Allen's request, Mr. Stockwell reported that Clause (iv) involved a student from Barton Secondary School who will be competing with 8,000 other pupils from across the United States at a Technical Skills competition in Kentucky.

Mr. Allen suggested that perhaps the student could be recognized at a Board meeting in honour of the accomplishment.

Westmount 1990
(requested by
Trustee Korz)

In light of recent concerns around Westmount 1990, Mr. Korz asked Mr. Rielly for information relative to the success of students in the Westmount 1990 program, i.e. the number of students who have passed their courses, the number of courses that are incomplete or which students have failed, and to provide comparisons of these results with other secondary schools.

Mr. Stockwell replied that this information is not available at this time. Mr. Jackson, Supervisor of Research Services, has been gathering the data from Westmount and the other secondary schools and it is expected that it will be completed later this week.

Mr. Korz, responding that he had requested this information in advance in the hope that it would be available this evening, stressed that monitoring a program such as Westmount 1990 is imperative. Noting that similar questions were raised at the parents' meeting at the school and the information was not available then, he suggested that the lack of statistics reflects poorly on the Board.

Moved by Mr. Korz:

(a) That the avenue of remodelling the Westmount 1990 program to a "magnet school" concept of alternative education within one of the Board's facilities be explored by the administration;

(b) That an interim report including projected recommendations be brought to the Operations Management Committee no later than October, 1991.

(c) That the interim report include solicited responses from all parents, students and teachers presently or formerly involved in the Westmount 1990 program.

(d) That an information plan be implemented to fully explain the Westmount 1990 program and the options of alternative schools available to Westmount students.

(e) That a review of the Westmount 1990 program be undertaken, to be presented to the Operations Management Committee in the Fall of 1991.

Mr. Korz, acknowledging there are many unique aspects that are strong features of Westmount 1990, questioned the viability of the program in its present concept. He noted that over the past two years there have been many transfers out of the school and various reports suggest several hundred more will be contemplated next year. While not wanting to "scrap" the program, the question of this as neighbourhood school may need to be addressed and perhaps the concept of a "magnet school" to attract students from different backgrounds should be considered. Recalling that 500 people recently attended a meeting at the school, he remarked on the heated exchanges which revealed a high level of concern about the program. Citing the parents' lack of confidence about the Board's operation of the program, he suggested that support of the recommendations in his motion could increase both the effectiveness of the program and the credibility of the Board.

Mr. Hicks agreed with the intent of the motion but suggested it was premature in light of the promise to the parents that the recommendations for the 1991-92 school year would be shared with them and he offered that the community's response might warrant a review of the direction of the motion. Noting that there is a sense of community involvement, he suggested that to defeat or table this motion could create the perception that the Board was hiding something.

Mr. Rothwell responded to Mr. Hicks' question that ten comprehensive recommendations have been formulated through the school administration, staff and students which do address a high percentage of the concerns. He added that this information will be made available to the parents during the last week of school with a copy provided to all trustees.

Mr. Jackson informed Mr. Stewart that the enrolment at Westmount on 1991 04 30 was 825 students; he explained that the actual day-to-day attendance only differs significantly with weather conditions. He added that daily attendance figures at the schools are not reported to him.

Mr. Hicks confirmed that the Trustees from Wards 6, 7 and 8 had convened a meeting with Messrs. Rielly, Stockwell, Rothwell, Ms. Gillie, Mrs. Nicholls and Ms. Rappolt one noon hour following the public meeting at the school.

Mr. Stewart and Mr. Mulholland objected as a similar request, on a different matter, had been denied on the basis that it was inappropriate for a small group of trustees to meet with the Director.

Mr. Rielly responded that the latter situation was very different from the circumstances around the request for a meeting regarding Westmount 1990.

Mrs. Bishop spoke against the motion suggesting that the problems at the school were the result of a new program in its early stages and she feared that this reaction would cause others not to want to risk new ventures.

Mr. Mulholland spoke in favour of the motion and requested that comparison figures at Delta be included in the statistics Mr. Korz had requested at the beginning of this discussion, adding that an evaluation of the Delta program was long overdue.

When Mr. Kennedy supported the motion in light of the number of people who came to the meeting at the school, Mr. Hicks estimated that a least one-third of the people at the meeting were in support of the program.

Mrs. Baskin spoke in support of a review of Westmount 1990 and also questioned a meeting with six trustees when this is a system-wide issue.

Objecting to the connotation from a few trustees regarding a "private" meeting, Mr. Hicks clarified that six trustees and some of the Senior Officials met at his request to clarify questions around the procedures at Westmount 1990, i.e. the role of the feeder schools, the right of parents and students to leave the school if they wished, etc., and he emphasized that it

was well within the role of the trustees to seek this clarification.

After Mrs. Hill read the motion, Mr. Rielly noted that an ongoing evaluation was built into the program and added that updates from the Principal have been presented to the trustees.

Following Mr. Rielly's mention of a report expected from the Ministry on Westmount 1990, Mr. Hicks noted that the Ministry is in the process of completing its audit and hopes to forward a report to the Board by the middle of July or August after which the information will be shared with the trustees.

Moved by Mr. Mulholland:

That the Operations Management Committee continue to meet past 23:00 hours. CARRIED.

Mr. Korz estimated that 10% of those at the meeting at the school were in favour of the program. He pointed out that the recommendations in his motion represent more than an evaluation of the program as they provide consideration for alternatives as well as gathering community input. He questioned the "ongoing evaluation" in light of the lack of information available to the parents and in response to his request this evening. He suggested that to delay this process any longer would be a disservice to the students at the school. He concluded that Westmount 1990 has created a negative perception of the Board by the public.

Prior to the vote being taken, Mr. Rielly requested clarification on some of the clauses in the motion.

Mr. Korz clarified that Clause (a) and (b) are related and therefore the timelines are the same.

Mr. Korz confirmed that the intent of Clause (c) is to solicit responses from all those involved in the program over the last three years. Mr. Rielly implied that this would be a difficult task.

When Mr. Korz suggested that the school guidance counsellors could speak to the Grade 8 students as per Clause (d), Mr. Rielly noted that this has already been done and would be difficult to re-do at this time. Mr. Rothwell, adding that the students have already made their choices for the 1991-92 school year, questioned the appropriateness of this strategy as he felt it would confuse the Grade 8 students.

It was confirmed for Mrs. Hill that the Grade 8 students were given the option to attend a secondary school other than Westmount.

The question was called and, at Mr. Korz request, the Clauses were voted on separately.

Clause (a) was put to a vote and was CARRIED.

Clause (b) was put to a vote and was CARRIED.

Clause (c) was put to a vote and was LOST.

Clause (d) was put to a vote and was LOST.

Clause (e) was put to a vote and was CARRIED.

The meeting then adjourned.

READ AND CONFIRMED.

.....
Chairman.

rm

RE: REVIEW AND ANALYSIS OF ALLENBY SCHOOL

Oral presentation June 11, 1991

MADAM CHAIRMAN, HONoured TRUSTEES, OTHER OFFICIALS AND COMMUNITY VISITORS:

The financial argument for school closure is a complex one, demanding a good deal of unravelling. We, the Review and Analysis Committee have tried to do just that. You must know that though apprehensive, we all went towards this task with two givens:

- 1) change is always a traumatic time and its positive and negative characteristics cannot be measured by the quantity of emotional reaction
- 2) that you, the Trustees, are truly attempting to be vigilant with our tax dollar.

However, one does have to question who are the gains for and at what cost, when it comes to Allenby School closure. The children must come out of a school closure in an even or improved position. They must not be disadvantaged. This is the responsibility of the individual parent and the individual Trustee: to ensure that the children do not take a loss in their education or its presentation. This principle must hold with regard to any change.

Review & Analysis of Allenby School

(Oral Presentation June 11/91)

Page 2

I understand you each have received our brief. As stated, we have three major immediate concerns:

- 1) THERE IS NO ROOM FOR OUR CHILDREN - Area 1 schools, especially those adjacent to Allenby, are jammed to capacity or overcapacity. All our or other children to be put in portables? No one can argue that a portable does not allow for better programming or improved service! And certainly portables for Junior schools have many problems (eg. monitoring flow of children in and out), as well as the experienced separation from the school proper.
- 2) SAFETY is the second issue. I refer you to the brief. This is a well known and thankfully, a well respected theme. I wish to highlight it in this presentation as a major area of concern, and respect the Board's recognition of safety as a priority.
- 3) COST - I again refer to our brief and its various Appendix submissions. As you move to a decentralized system, we suggest that any major change to the present setting in Hamilton should only be done with the backdrop of a critical appraisal of an area and a concrete global plan for the area. Otherwise one is susceptible ultimately to making costly mistakes.

Review & Analysis of Allenby School

(Oral Presentation June 11/91)

Page 3

Another issue is the impact on the community and the value of the neighbourhood school. Along with the fact that apparently there is little solid data in literature to support the claims that school closure results in taxpayers savings, I understand that it is the Board's supposed intent to support the neighbourhood school in developing a "community identity", recognizing the impact of education on culture and recreation as well as child development. (I refer you to Appendix #7: The Ideology of School Closure: Beyond Bureaucratic Procedures)

Presently Allenby houses the Mother Goose Co-op. This organization services Area 1. You will be displacing 29 families.

Allenby has a very active Adult Education Program. Closure will affect 57 people.

Are these people to be disrupted and compromised as well? They do not know of any plan for them.

Finally, we wish to comment on area boundary location. This has been an interesting issue.

Review & Analysis of Allenby School

(Oral Presentation June 11/91)

Page 4

The boundaries were set in 1968. Word of mouth has it that Allenby was assigned the small boundary area specifically to be used as an "overflow" school for the adjacent high density areas. (I refer you to Appendix #2). The documentation (Accommodation Report-1967/12/07 - Internal Management Committee) states that Allenby was re-opened due to increased school population. At that time, it was suggested that the school be a K-3 school as there was the feeling that there was a need for a larger playground in order to be a K-5 school. This need was documented as being sufficient space for a "ball diamond", etc (Internal Management Committee 1967/12/05). Space of this nature is a thing of the past - or at least it is not seen at any of the neighbouring schools.

When boundaries were discussed with Board of Education personnel, virtually everyone agreed that the area assigned to Allenby was small, and directly influenced enrolment, and likewise the cost per pupil ratio. Some suggested that the boundaries should be moved east, others suggested south. Most people felt that the boundaries are not open for discussion.

In summary - this effort to collect and collate information has consistently led us back to a question:

Review & Analysis of Allenby School

(Oral Presentation June 11/91)

Page 5

What is the long term strategic plan for Area 1?

We have identified specific immediate difficulties with closing Allenby School. But most important is our request that we, in conjunction with all Area 1 schools be a part of a long term strategic plan which supports activity based learning and team planning - a plan that makes efficient long lasting use of limited funds and resources.

If our school is closed in the context of a long term plan for Area 1, and our children are gaining - this is a different matter. We do not see this presently evidenced. A portable does not enhance programming, nor a sense of value or integrity, especially in an alien school. We do not want to be the catch basin for other's problems. We do not want to be the superficial dusting of the house. You must not disadvantage our children!

We, as a community support efficient, effective management, and many understand the move to decentralize. We understand that the organization is in a state of transition and the #1 priority must be the making of wise decisions for change. We understand that a multi-stream school would be incredibly difficult to manage in a decentralized system. And we also understand that our children should not be compromised by short term institutional planning.

Review & Analysis of Allenby School

(Oral Presentation June 11/91)

Page 6

We, as parents and taxpayers, expect to be part of a long term strategic plan for Area 1.

The history and location of Allenby School, and the size of both the building and the area, offers Area 1 and the Board of Education a special and unusual opportunity to be creative in a decentralized system.

Presented by Nancy Leslie (Chair)

NL:gr

1991 05

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MINUTES OF THESPECIAL MEETING OF THE OPERATIONS MANAGEMENT COMMITTEE1991 06 12GOVERNMENT DOCUMENTS

Present: S. Hill (Chairman); Trustees Baskin, Desmarais, McWhinnie, Penner, Rogers, and A. Stewart.

Not

Present: Trustee Cunningham.

Also

Present: Trustee Allen, Clarke, Deans, Hicks, Johnston, Kennedy, Lowe, Mulholland, Patenaude Barker and R. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary
 A. Stockwell, Associate Director of Education
 P. Shewfelt, Superintendent of Finance and Treasurer
 D. Skidmore, Superintendent of Program
 R. Orlando, Superintendent of Plant
 R. Kawai, Superintendent of Information Management Services
 M. Quinn, Superintendent of Schools - Area 1
 N. Nicholls, Superintendent of Schools - Area 2
 R. Binns, Superintendent of Schools - Area 3
 P. Gillie, Superintendent of Schools - Area 4
 D. Rothwell, Superintendent of Schools - Area 5
 R. Lavoie, Superintendent of Schools - French as a First Language
 G. Rutledge, Controller
 S. Rogers, Assistant to the Secretary

GOVERNMENT DOCUMENTS

Mrs. Hill called the meeting to order to continue consideration of the 1991 Accommodation Report and offered regrets from Miss Cunningham for being unable to attend.

In response to queries from Mr. McWhinnie at the previous meeting, Mr. Lavoie circulated information regarding the resident and non-resident student population at Georges-P. -Vanier.

Properties and Leases

Mr. Kelterborn presented the report which contained no recommendations.

Capital Financing

It was agreed that this topic would be addressed last.

Plant, Buildings and Renovations

Mr. Orlando presented the Plant, Buildings and Renovations Report.

a) Major Renovation Program

This report outlined the current status of schools in the Renovation Program and the acceleration and extension of this program. Mr. Orlando anticipates it will be three years before Phase I of renovations to Hill Park, Hillsdale and Barton Schools will be identified.

In response to Mr. McWhinnie's query about whether all the building and fire code upgrades were complete, Mr. Orlando noted some of this work was still outstanding. Major upgrades are being done in conjunction with renovation projects. Smaller upgrades are being addressed through a \$100,000 per year on-going program. While all of the upgrading work has not been identified on this list, emergent changes required by Fire Marshall or City work orders are being addressed. A system-wide inspection has not been done to identify this type of work.

Mr. McWhinnie inquired about how educational needs and building\fire code needs are balanced as they are both very valid concerns.

Mr. Rielly responded that minor code concerns can often be handled on a day to day basis by the School Principal or the Plant Department. Major concerns receive priority in terms of permanent improvements. While equipment and supplies for program is considered to be the number one priority, a balance is achieved based on budget allocations and long range planning.

Mr. McWhinnie acknowledged the difficulty in finding this balance, but felt that in reading the document that the change of focus is away from building code requirements to an emphasis on education needs.

Mr. Rielly commented that it is a problem of trying to manage money and diminishing resources while maintaining aging schools. He was appreciative of a planning approach whereby appropriate money is allocated on a long term basis rather than yearly, but felt that School Board officials must pressure the Government for financial assistance with major renovations.

Mr. Orlando added that the Board's experience with the City's Building Department has been that they will not insist upon us doing major work unless the Board is doing renovations in the building, at which time it must be brought up to code requirements. In addition to the \$100,000 fund for minor code infractions, legitimate safety concerns identified by Health and Safety Committees are covered by a small safety fund, which has proven to be adequate to date.

Mr. Stewart was pleased to notice that Phase I renovations of Barton School is scheduled for 1996, which leads him to believe Phases II and III would follow. In response to his question, Mr. Orlando stated the \$532,000 allocation for Lloyd George School is an estimate to do basic upgrading work and to renovate the existing building. It does not include a provision for major changes of use in the building or additions. Within those funds, he felt it would be possible to move classes in the school if they did not require any major renovations. Following the architect's appointment, Mr. Orlando anticipates that the architect would meet with the Superintendent of Schools and Principal early this Fall to plan the school, with a recommendation to award the contract coming to trustees in early to late October.

b) Boiler Replacement Program

Age is no longer the only criteria used in this program to replace boilers, reliability and history of repairs are also considered. There were no questions.

c) Painting Program

The 1992 proposed painting program will return the interior painting program to a ten year cycle and five year exterior schedule.

Mr. Stewart queried the inclusion of Union School in this program as the property has been sold, and also the inclusion of two rental properties: Brantdale and Onteora Schools. He considered that the Board's schools were more deserving of this expenditure than a rental property.

Mr. Rielly agreed to take Mr. Stewart's direction with respect to the rental properties under advisement and to withdraw Union School from the painting program.

In response to questions from Mrs. Hill, Mr. Orlando explained that the interior painting of Memorial School was not shown under the Painting Program as it is included as part of the renovations scheduled to be done at the school. He offered to investigate the asterisk on page 92 which indicated that painting of Viscount Montgomery School was part of a renovation plan; however, no renovations to Viscount Montgomery School are reflected in the Major Renovation Program on page 89.

d) Roofing Program

Mr. Orlando highlighted the three phases of work to be done at Delta, and then requested members to change the figure beside Sherwood (Phase II) to read \$220,000. (page 93)

Canon Rogers pointed out that Glenview School was closed in 1976 and he proposed that the school be sold.

Mr. Kelterborn indicated that the current tenants have a lease until 1992 and are experiencing a major problem, however, he and Mr. Orlando will discuss this situation. Canon Rogers suggested a "patch" job may be the answer.

In response to comments by Mr. Stewart, Mr. Orlando advised that roofs are checked when interior work is proposed to ensure the roof does not leak, necessitating unnecessary repairs. He is attempting to interface the roofing and renovation programs to be more efficient.

Replying to Ms. Stewart, Mr. Orlando explained that interior painting of schools is scheduled during the summer months, while exteriors are done during the Fall. Where it is feasible and a contractor could do both, it would be handled as one contract, however, consideration is given to the volume of work the Contractor can handle.

Recalling that the Board inherited responsibility for Eastview from the Mentally Retarded Association who remains as a tenant, Canon Rogers wondered about the possibility of the Association assisting with the repair costs or work out a deal to transfer the building back to the Association.

e) Portable Classroom Program

Existing, surplus portables are being relocated throughout the system with the result that no portables will be purchased.

Mr. Orlando advised Mr. Allen of the various factors which must be considered in determining the site location of portables.

f) Asbestos Program

Mr. Orlando advised that these were "soft" numbers based on "best estimates" at this time. In addition, he stated that attempts were being made to reduce costs through the use of alternative methods of repairing asbestos.

When Dr. Johnston commented on the present condition of 220 Dundurn and asked about its future disposition, Mr. Orlando advised that Dundurn is under review by an Accommodation sub-committee. Mrs. Hill directed Dr. Johnston to Appendix IV, page 106, which contains a recommendation for a report regarding Dundurn to be presented to the Operations Management Committee this Fall.

Both Trustees Johnston and McWhinnie questioned the \$100,000 expenditure at Dundurn before this review is completed.

In answer to Ms. Stewart, Mr. Orlando advised that Dundurn contains 3.03 acres of land and 80,616 square feet within the building with on-site parking.

In a discussion about asbestos grants, Mr. Rutledge clarified that for the years 1991, 1992 and 1993 the Board will apply for grants in the amount of two-thirds of the annual total expenditure as shown on page 96. In 1994 there will be a shortfall of \$207,000 in terms of eligibility for grants, while 1995 and 1996 totals will not be eligible for grants, and these figures have been included in the Capital Expenditure Forecast (CEF).

Mr. Hicks asked to be advised of these grant figures and any other grant income, however, Mr. Rutledge responded that this information would be covered during the Capital Financing Section.

g) Masonry Repairs

Due to deterioration of masonry, particularly in older buildings, a new restoration program is being implemented as detailed on page 97.

h) Capital Projects Status

Mr. Orlando reviewed the current status of capital projects and the recommendation regarding Memorial School. He indicated two areas of concern that would be incorporated into the next

Accommodation Report: asphalt and concrete surfaces repair (i.e., playgrounds, parking lots) and window replacement.

Mr. Stewart asked about the possibility of replacing asphalt with grass and if there would be a cost saving.

Mr. Orlando replied that in many cases it might not be practical due to the concentrated use of the area, i.e. parking lot or playground. Although he believed that grass might not be suitable in many circumstances, he thought that some areas, individually considered, might be sodded with the resulting lower cost.

Appendices:

Mr. Binns briefly reviewed the four Appendices: Archives, Portable Use 1991, Area Reorganization and 220 Dundurn Street South.

Capital Financing

Mr. Binns drew the members' attention to page 86A which contains the additional financial information as requested by Mr. Hicks at the last meeting. Mr. Rutledge then proceeded to review the Capital Financing section, upon which the Capital Expenditure Forecast will be based.

Mr. Hicks asked about the possibility of grants for items 1, 2, 3, 4, and 6 under Section A, page 86A.

Mr. Rutledge responded that 60-65% of the equipment cost for the Technical Renewal Program is recoverable and asbestos grants, as stated earlier, will amount to approximately two-thirds of this year's total. There are no grants for the Boiler, Painting, Roofing or Masonry expenditures. These grants have been noted in the Proforma Budget.

Mr. Rutledge clarified for Mr. Hicks that each of the schools affected by the Technical Renewal Program is entitled to \$200,000.

Commenting that the ad-hoc Committee to Study the Budget Review Process is working toward the elimination of \$12 million from the Proforma Budget, Mr. Hicks had concerns that some items under Section B, page 86A did not have costing information upon which to base decisions.

In response to Mrs. Baskin's question regarding #3, Section B (Amalgamation of Crestwood/Caledon), Mr. Binns explained that while these items have been identified, not all would take place during 1992. He anticipates some of these items will be brought back to the trustees in the Fall as High Priority Capital Items for consideration. Additional items would probably be scheduled for the years 1993 to 1995, depending on trustees' deliberations.

Following approval of Accommodation recommendations tonight, Mrs. Clarke commented on her understanding that the recommendations must withstand the Proforma and Budget Review deliberations before being approved.

Mr. Rielly concurred that this was also his interpretation of the procedure to be followed. Noting the Accommodation Report is a planning document, he cautioned that it is not written in stone and that any recommendation may be partly or entirely removed in order to accomplish the mandate set by trustees.

Mr. Hicks commented that under the new process, the Budget Review Process Committee has already met to consider the Proforma Budget and will include these Accommodation recommendations in their deliberations to set priorities for the 6% mandate. He felt this new process was "fast tracking" prioritization compared to previous years.

Mrs. Hill voiced her understanding that projects listed on the CEF, as indicated on pages 84 through 86, are simply to forewarn the Ministry and that there was no penalty for eliminating any of the projects. She then queried why there was no provision for the amalgamation of

Crestwood/Caledon.

Mr. Rutledge replied that the reason was the pending report on Crestwood/Caledon. He anticipates the report's presentation at the October Operations Management Committee would allow inclusion of any expenditure in the CEF prior to its submission to the Ministry.

Mr. Rothwell added that officials felt it might be seen as being presumptuous to include it in prior to a decision by the trustees.

At this point, Mrs. Hill commented that as the presentation of the Accommodation Report has now been completed and the trustees had an opportunity to ask their questions, she was prepared to deal with the recommendations. Referring trustees to the Summary of Recommendations on pages 8, revised 9 and 10, Mrs. Hill advised that all recommendations are General for the purpose of voting, with the exception of Area 2, Recommendation #2, and Upper City Secondary recommendations #1A and #1B, which are Elementary/Secondary.

As noted in discussions by Mrs. Clarke and Mr. Rielly, Mr. Hicks requested that any recommendations resulting in a costing for the 1992 budget, be included in the 1992 Proforma Budget, to give the officials and the trustees the flexibility to examine priorities.

GENERAL

Area 1

Moved by Dr. Johnston:

That the renovations of the second floor of Central School be included in the Capital Expenditure Forecast for 1995. Cost of renovations estimated at \$600,000. This would provide six full classrooms with two smaller classrooms for Special Education and/or ESL classes as well as a work room for the Learning Resource Teacher.

Mrs. Lowe clarified that approval of these recommendations is for the purpose of securing funding, but does not commit the Board to the expenditures until approved by the Budget Review Committee.

The motion was put to a vote and was CARRIED.

Area 2

Moved by Mr. Stewart:

That the current Queen Mary building be replaced by a new structure, incorporating the existing gymnasium, in 1994.

During discussion it was noted that this "general" motion would allow construction of a JK - 5 or JK - 8 school pending the presentation of the Middle School Report.

The motion was put to a vote and was CARRIED.

Moved by Mr. Stewart:

That the renovations scheduled for Lloyd George, King George and Gibson (Phase II) in 1992, be examined to ensure adequate funding for the renovations required. CARRIED.

Moved by Mr. Stewart:

That accommodation needs for the Middle School program be included in the Capital Expenditure Forecast for 1993, estimated at \$500,000. CARRIED.

Moved by Mr. Stewart:

That Area 2 Recommendation #5 regarding Memorial be amended to read:

a) That the proposed addition and renovations required for Memorial School (3 additional classrooms, a Library, Annex upgrade, Family Studies and Design and Technology renovations) be analyzed by Board and school officials and in consultation with the selected architect with a view-in-mind to provide an educationally-viable as well as financially-sound solution to the school's accommodation problems.

b) That an optional "design alternative" for Memorial renovations which best meets educational and economical needs, be approved, constructed and completed for occupation early in 1993.

In response to Mr. Kennedy, Mr. Stewart explained that the rationale for this motion is to facilitate the architect during the design and planning stages to work out the most cost effective method to get the best for the school.

When Mr. Binns indicated his support for the direction of Mr. Stewart's recommendations, Mr. Kennedy clarified with Mr. Orlando that this recommendation met with his approval. Mr. Stewart added that the Director and Superintendent of Schools for the Area also approved.

While both Trustees McWhinnie and Johnston were supportive of this recommendation, Dr. Johnston and Mrs. Hill suggested wording revisions. Mr. Stewart agreed to the suggested changes and clause b) was reworded as follows:

b) That an optional "design alternative" for Memorial renovations which best meets educational and economical needs, be considered for construction and completion for occupancy early in 1993.

When Mr. Kennedy raised concerns about the architect's fees, Mr. Orlando stated that when the architect is engaged he would be asked to look at various options as part of his architectural services before proceeding to the actual design work.

Mr. Allen apologized for the problems encountered with Memorial. He was pleased with the amendments suggested by Mr. Stewart and he felt that the best solution would be achieved. He was very supportive of consultation with the community and their inclusion in the decision making process and he concluded by stating that this might be the start of a future consultative process.

The motion was put to a vote and was CARRIED.

Moved by Dr. Johnston:

That officials be empowered to approach Heritage officials about the possibility of grants for the proposed improvements (during renovations) at Memorial School. CARRIED.

Area 4

Moved by Canon Rogers:

That the proposed 210 pupil place addition to Lincoln M. Alexander School be deferred. CARRIED.

Moved by Mrs. Deans:

That one additional portable be added to Thornbrae School as soon as possible. CARRIED.

Moved by Mr. Kennedy:

That a new JK - 5 school of 500 pupil places be constructed for September, 1993 in one of the remaining sites in Area 4. CARRIED.

Moved by Mrs. Deans:

That Comley and Vincent Massey Schools remain in inventory and available for interim accommodation.

The motion was put to a vote and was CARRIED.

Upper City Secondary

Moved by Canon Rogers:

That a study be undertaken by the Upper City Secondary School Principals to consider in harmony with the Secondary School Study, the amalgamation of Crestwood/Caledon as a co-educational vocational secondary facility and that the recommendation(s) be presented to the Director's Accommodation Committee no later than December 31, 1991. CARRIED.

Capacity of Schools

Moved by Mrs. Clarke:

That the Secondary Composite school enrolment capacity be 80% of the limits provided in Clause 25.0.0.0.5 of the Collective Agreement between the Board and District 8, O.S. CARRIED.

Moved by Mrs. Clarke:

That the Secondary Vocational enrolment capacity be 80% of the limits provided in clause 25.0.0.0.3 B. (i) of the Collective Agreement between the Board and District 8, O.S.S.T.F. CARRIED.

Plant Department

Mrs. Lowe questioned the use of the term "program renovation" in the recommendations, and it was agreed that "renovation program" was the appropriate wording.

Moved by Mrs. Allen:

That the renovation program for Lloyd George School be approved and that the Superintendent of Plant be authorized to engage an architect to commence design work on this project. CARRIED.

Moved by Mr. Allen:

That the renovation program for Gibson School, Stage II, be approved and that the Superintendent of Plant be authorized to engage an architect for tendering and supervision of this project. CARRIED.

Moved by Mr. Allen:

That the renovation program for King George School be approved and that the Superintendent of Plant be authorized to engage an architect to commence design work on this project. CARRIED.

Moved by Mr. Kennedy:

That the extended renovations program be approved and that the Superintendent of Plant continue to develop plans for this work.

Mr. Kennedy spoke in support of the maintenance of buildings and the importance of proper facilities for the students. He noted the increased deterioration of buildings due to earlier budget cuts and he was prepared to support increased taxes to achieve better maintenance of buildings, particularly the older schools.

The motion was put to a vote and was CARRIED.

Moved by Canon Rogers:

That the addition for Memorial School be approved and that the Superintendent of Plant be authorized to engage an architect to commence design work and construction of this project.

The motion was put to a vote and was CARRIED.

Boiler Program

Moved by Mr. Allen:

That the Boiler Replacement program be approved and that funds be provided in the 1992 Budget in the amount of \$240,000 for boiler replacement work.

CARRIED.

Painting Program

Referring to early discussions, Mr. Orlando stated he would review those schools identified by Mr. Stewart as being rental properties and also remove from the schedule any buildings that have been sold.

Moved by Mr. Stewart:

That the Painting Program be approved and that funds be provided in the 1992 Budget in the amount of \$815,640 to return the painting program to a ten year interior and five year exterior painting cycle.

CARRIED.

Roofing Program

Moved by Dr. Johnston:

That the Roofing Program for 1992 be approved and that funds be provided in the 1992 Budget in the amount of \$880,000 for this work.

Canon Rogers reiterated early comments about the sale of Glenview and Eastview and the Officials agreed to consider his suggestions.

The motion was put to a vote and was CARRIED.

Appendices

Moved by Mrs. Clarke:

That the Accommodation Committee examine the current situation at 220 Dundurn Street South to assess the long-term (3-5 years) needs of the facility. A report including financial implications will be brought to the Operations Management Committee in the Fall of 199CARRIED.

Before the meeting adjourned, Mr. Allen thanked all those involved in compiling the Accommodation Report. He emphasized the need to maintain our buildings which have suffered during recent budget cuts.

ELEMENTARY/SECONDARYArea 2

Moved by Canon Rogers:

That the Middle School reorganization study be examined in the Fall of 1991, and recommendations for program relocation and school boundary changes be included in the 1992 Accommodation Report. CARRIED.

Upper City Secondary

Moved by Mrs. Lowe:

That, effective September, 1992, a secondary school French Immersion site be opened in the upper city, such school to be designation no later than December 31, 1991. Funds for this project to be included in the 1992 Proforma Budget.

CARRIED.

Moved by Mrs. Deans:

That the designation of the school be made following a review of September, 1991 enrolment figures and in accordance with the approved French Immersion Strategic Plan Policies and Procedures - Section 5b. CARRIED.

Mr. Binns extended his thanks to Mr. Jackson and Mrs. Clarke for their work with the Accommodation Committee and he expressed the hope that a trustee would continue to sit on the Committee in the future.

REPORT ON CAPITAL GRANT ALLOCATIONS

Mr. Shewfelt drew the members' attention to the news release attached to the agenda, concerning grant allocations.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

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SEPTEMBER, 1991

MINUTES OF THE

OPERATIONS MANAGEMENT COMMITTEE

URBAN MUNIC. 12
SEP 30 1991
GOVERNMENT DOCUMENTS



**THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON**

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OPERATIONS MANAGEMENT COMMITTEE
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GENERAL

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THE UNIVERSITY OF CHICAGO
LIBRARY

1955

ANNUAL REPORT OF THE BOARD OF TRUSTEES

The Board of Trustees of the University of Chicago has the honor to submit to you the following report for the year 1955.

THE UNIVERSITY

1. The University of Chicago has a long and distinguished history of scholarship and research. It is proud to have been one of the leading universities in the world for many years.
2. The University has a strong commitment to the advancement of knowledge and the education of its students. It has a wide range of programs and departments, and it is constantly expanding its resources.
3. The University has a strong commitment to the service of society. It has a long tradition of public service, and it is committed to the improvement of the human condition.
4. The University has a strong commitment to the environment. It has a long history of environmental research, and it is committed to the protection of the natural world.
5. The University has a strong commitment to the arts. It has a long tradition of artistic excellence, and it is committed to the promotion of the arts.
6. The University has a strong commitment to the sciences. It has a long history of scientific research, and it is committed to the advancement of the natural sciences.
7. The University has a strong commitment to the social sciences. It has a long history of social scientific research, and it is committed to the understanding of human society.
8. The University has a strong commitment to the humanities. It has a long history of humanistic scholarship, and it is committed to the study of the human mind and culture.
9. The University has a strong commitment to the law. It has a long history of legal scholarship, and it is committed to the advancement of the legal system.
10. The University has a strong commitment to the medical sciences. It has a long history of medical research, and it is committed to the improvement of human health.

THE BOARD OF TRUSTEES

THE PRESIDENT

The President of the University of Chicago has the honor to submit to you the following report for the year 1955.

MINUTES OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 09 10

Present: S. Hill (Chairman), Trustees Baskin, Desmarais, McWhinnie, Penner, Rogers, A. Stewart and Cunningham.

Also

Present: Trustees Allen, Bishop, Clarke, Deans, Hicks, Johnston, Kennedy, Korz, Lowe, Mulholland and R. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
P. Shewfelt, Superintendent of Finance and Treasurer
D. Skidmore, Superintendent of Program
R. Orlando, Superintendent of Plant
R. Kawai, Superintendent of Information Management Services
M. Quinn, Superintendent of Schools - Area 1
N. Nicholls, Superintendent of Schools - Area 2
R. Binns, Superintendent of Schools - Area 3
P. Gillie, Superintendent of Schools - Area 4
G. Rutledge, Controller
S. Rogers, Assistant to the Secretary

The Chairman called the meeting to order and asked for confirmation of the minutes.

Moved by Miss Cunningham:

That the minutes of the 1991 06 11 meeting and special meetings of 1991 06 10 and 1991 06 12 be approved as presented. CARRIED.

At the request of Mr. Korz, Item 6 under New Business, Elimination of \$100 Ontario Scholarships by the Province for Grade 12 Honour Students, was removed from the agenda.

Due to a time conflict on the part of Mr. Skidmore, Mrs. Hill requested permission to move Item 5 on the Agenda to the first item of business under New Business.

Moved by Mr. Korz:

That Item 5, Provincial Review of Student Writing at the Grade 12 Level 1991-1992, be considered as the first item under New Business. CARRIED.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Presentation by the
Norwood Park Home and
School Association
regarding the
drop-off/turnaround
location

Mrs. Hill welcomed the representatives from the Norwood Park Home and School Association and asked Mrs. Ann Arndt to proceed with her presentation.

Resulting from parental and residential safety concerns relative to the construction of the proposed drop-off/turnaround, Mrs. Arndt advised a meeting was held on 1991 09 05, at which Mr. D. O'Connor of the Plant Department was present to assist with any clarification. At this meeting a resolution was passed to halt the turnaround construction. Subsequently a petition and take home vote were circulated, requesting the Board to reverse its earlier decision regarding the drop-off location.

While an increase in the size of the parking lot has helped to alleviate congestion caused by staff parking on Terrace Drive, Mrs. Arndt emphasized that the parents oppose the construction of the turnaround in the belief that it will not alleviate the problems resulting from parents dropping off and picking up students at the school, and indeed, may increase the safety risks for children. She concluded by stating the Home and School Association would prefer to work in co-operation with the Board to determine an effective, alternate solution.

Mr. Korz was supportive of the parents' opposition to the turnaround and in response to his question, Mrs. Nicholls advised the construction of the turnaround would be necessary by mid-October due to weather constraints. Mr. Orlando added that this contract had been tendered based on budget estimates, although the time limit has expired and it would have to be re-tendered.

When Mr. Korz asked to move this item for discussion tonight with a two-thirds majority, Mrs. Hill stated she would like questions and discussion relating to the presentation to be concluded prior to accepting his motion.

Mrs. Arndt, in responding to Mr. Allen, outlined the following possible solutions as suggestions: make street traffic on Warren and Terrace one-way, drop off and pick up children at the rear entrance of the school, a pull-off lane, busing, as well as increased use of South Bend by parents waiting to pick up children.

Mrs. Arndt clarified for the members that the Home and School Association was not officially informed of the drop-off/turnaround, nor were any meetings held to discuss it, until the September 5th meeting. She remarked that it was her understanding that local residents' had initiated the first request for the drop-off/turnaround to alleviate street congestion, much of which has been resolved by the expanded parking lot.

Ms. Stewart, recalling French Immersion meetings she attended at Norwood Park School, understood that the residents' primary concern was the number of cars parked on the street. Mrs. Arndt added that although the majority of drivers are careful, some minor property damage may occur in parents using residents' driveways to turnaround.

Remarking that the situation was one of too many cars, people and children, Mrs. Arndt was hopeful that education of drivers, institution of different policies and future hopes for busing could alleviate the situation.

Mrs. Deans was supportive of busing as the solution, however she believed trustees had supported the turnaround in response to complaints about cars and safety hazards.

Mrs. Arndt again stressed that although the Association had discussed a turnaround and decided it was not the solution for

their school, they had not initiated the request for the turnaround.

Further she emphasized that the rejection of the turnaround was not related to busing. She then requested the opportunity for Mrs. Liz LeForme, a Terrace Drive resident and school parent, to speak. Mrs. LeForme spoke of the parents' involvement in the matter of the enlarged parking lot which has alleviated staff parking on the road. She detailed attempts to encourage safer "drop off and pick up" of children, noting that parents of Junior Kindergarten children, in particular, remain with their children until the children are allowed to enter school.

Prior to accepting Mr. Korz' motion, Mrs. Hill commended the strong cooperation between the Home and School Association and the neighbourhood.

It was agreed:

That the presentation by the Norwood Park Home and School Association be received for information.

Moved by Mr. Korz

That the matter of the drop-off/turnaround location at Norwood Park School be dealt with this evening.

The motion was put to a vote and was CARRIED with the necessary two-thirds majority vote.

Noting the amount of parent and community work involved in this presentation, Mr. Kennedy moved:

That the recommendation relative to the construction of a drop-off/turnaround location at Norwood Park School, approved at the 1990 07 19 Board meeting, be rescinded.

Several trustees indicated their support for the motion. In response to queries, Mr. Shewfelt clarified that the funds in the budget for this project would not be approved for expenditure elsewhere should this motion be passed.

Mr. Allen inquired regarding signage on the street and the motion was put to a vote and was CARRIED.

The Chairman extended thanks to Mrs. Arndt and the Home and School Association representatives for the presentation.

NEW BUSINESS:

Provincial Review of Student Writing at the Grade 12 level - 1991 - 1992

Mr. Skidmore expressed his appreciation to the trustees for moving this item forward on the agenda. He then proceeded to highlight areas within the document, stressing it was a significant move in the direction of program accountability, i.e. intended curriculum versus delivered curriculum. He recognized Ms. G. Mowbray's contribution in the development of the five Review Components on page 30, and in particular, #4 through which teachers will be encouraged to plan this task as an element of their program to avoid a "test" situation. For

this program to be successful, he stated a high degree of inservice was necessary which would primarily take place on the 1991 10 25 Professional Activity Day, with follow-up planning taking place during evenings. He outlined his rationale for the inclusion of all Grade 12 day and evening school students of English rather than just the mandated four schools, for an expenditure of \$16,800 in the 1992 budget. Despite the reservations noted on page 32, he strongly recommended full participation in this Review.

Moved by Canon Rogers:

That The Ontario Ministry of Education Provincial Review of Writing at the Grade 12 Level (1991-1992) be conducted for all Grade 12 day and evening school English students in Hamilton Board of Education secondary schools, at a cost of \$16,800.

Recalling that results of standardized testing in Grades 3, 6 and 8 have not been made available, Mrs. Bishop asked if the results of this Review, either generally or specifically, would be made available to the trustees.

Mr. Skidmore advised that each Board participating in the Review would receive a report from the Ministry and that he would anticipate bringing a full report back to trustees.

When Mrs. Bishop asked if standardized testing of Grade 8 students would be accessed through this Review, Mr. Skidmore thought the report would be more general in nature, dealing with trends. He acknowledged that similar discussions have taken place with the Program Accountability Team and has been included as part of their overall purview. Mrs. Bishop expressed the hope that the Board would receive useful information and results from the Provincial Review.

In response to Mr. Allen's inquiry regarding the evaluation process, Ms. Mowbray offered to provide him with information regarding the six point scale designed for evaluating Grade 12 English and stated she would be willing to provide this information to any other interested trustee.

Mr. Skidmore, replying to Mr. Kennedy, indicated that a minimum of 100 schools would participate province-wide. He believes that if all our students participate it would provide this Board with system trends locally as well as a comparison provincially.

In addition, he expects it would indicate whether the intended Ministry curriculum has been implemented and the level of student's skills.

The motion was put to a vote and was CARRIED.

Safe School Task Force -
request from the Ontario
Secondary School Teachers'
Federation

Mr. Rielly reviewed the request from the O.S.S.T.F. for financial assistance for a Co-ordinator of the Safe School Task Force.

Mr. Stewart remarked that he is no longer connected with this Task Force as this Board is not a member of the Ontario Public School Boards' Association (OPSBA). Noting that safety and security of schools is becoming of paramount importance in Toronto and although he was supportive of this direction, Mr. Stewart was concerned if funds were available in the budget.

Moved by Mrs. Deans:

That in response to a request from the Ontario Secondary School Teachers' Federation (OSSTF) for financial assistance for the position of Co-ordinator, Safe School Task Force, this Board contribute \$10,000.

Mrs. Lowe found both the suggested donation figure and the Co-ordinator's salary to be excessive while questioning the position's qualifications.

In response, Mr. Rielly stated that he had no further information regarding either the number of school boards participating, nor the job criteria.

Trustees Lowe and Allen did not support the motion. While Mr. Allen felt that the Board has rules and procedures in place to cope with incidents of violence, he wondered if there was a "lack of will" to enforce the discipline and suspension of students. In instances of violence, persons should be turned over to the police.

Canon Rogers felt it was necessary to look at the situation further to ensure that necessary rules are in place as he did not believe they were.

Moved by Canon Rogers:

That the request from the Ontario Secondary School Teachers' Federation (OSSTF) for a financial contribution for the position of Co-ordinator, Safe School Task Force, be referred to the officials for additional information and a report be brought back to the Board as soon as possible.

Mrs. Deans spoke against the referral and the delay involved, although she would like to know to what extent other school boards are financing this Task Force.

Mrs. Clarke spoke in support of the motion to refer. She pointed out the vast difference between Hamilton and Toronto schools and suggested that the officials collect additional information and seek the opinion of staff on how this situation could be handled locally, similar to the Discipline Committee, with community input.

Mr. Rielly clarified for Mr. Desmarais that no money is available in the budget to cover the recommendation, but that a smaller sum would obviously be easier to arrange.

Ms. Stewart opposed the referral, perceiving a difference between crimes against people and crimes against property. She remarked that she would prefer the funds be allocated towards OPSBA membership fees.

Dr. Johnston agreed with the concept of the Task Force and the referral in order to gain further information on which to base a decision. He felt the Board would benefit through a provincial direction.

Speaking in opposition to the referral motion, Mr. Kennedy believed Principals needed more authority to protect teachers, in conjunction with the Police and improved laws. As an example, he said any student that brings a firearm into a school should be permanently dismissed. Stating the Task Force may take a long time to reach a consensus, he argued that energies should be directed to changing laws at Queen's Park.

Mr. Stewart expressed concern about the impact of recommendations arising from the Task Force, which may be either morally or contractually binding.

Miss Cunningham opposed both the referral and original motion, however, she agreed with Mrs. Clarke that a local task force or committee is feasible. She commented that she knew of one judge willing to take an active guidance role with the Board in this area. Pointing out that incidences of violence are reported, Miss Cunningham preferred to work cooperatively with local agencies to deal with local problems and not fall into the "provincial trap of paying to solve others' problems". She was in agreement with the trustees who had voiced concern regarding the lack of Board representation on the Task Force.

At this point Mrs. Hill commented that the Westdale Home and School Association has requested an evening with the Police Department to discuss gangs and violence, and that other schools may be addressing similar concerns.

Following on the Chairman's comments, Mr. Stockwell remarked that it would be wrong to assume that nothing is happening in our schools. With the increased violence in the community, there is also increased potential for violence in our schools, although not necessarily from within the student body. He advised that secondary school principals are considering this matter and, further, that Mr. B. Schofield, Chairman of the Assault Committee, is expected to make a presentation to the Development Committee in December.

After reflection, Mrs. Lowe stated she would not support the referral nor original motion, surmising that providing Principals and teachers with more "clout" would be better than "throwing money at problems to solve them".

Mrs. Deans emphasized the cosmopolitan make-up of the Safe School Task Force extended beyond OPSBA members and that changes to laws and the Young Offenders' Act may result from their discussions. Responding to concerns about Board input into the Task Force, she suggested that the Board request

representation on the committee in return for its financial contribution.

Mr. Allen considered the motion to refer as redundant and warned the public not to take inference that our schools were "riddled" with violence.

Mr. Korz spoke of meeting with teachers in a discussion on violence which concluded that what they really needed was co-operation from the Board, ie., a signal system on Public Address system, better security in schools, more Principal authority to enforce rules, easy access to the office and to community agencies. He did not support either the referral or the original motion, perceiving that violent acts seem to have decreased in the last two or three years.

Supporting neither motion nor referral, Mrs. Baskin warned that acts of violence cannot be predicted. Citing the good co-operation between the Hamilton Police Department, schools and Health Department, she predicted that School Boards and Principals would have to "stand up" and assert their authority.

In reversing her previous support of the referral, Ms. Stewart reported on a conference she attended, wherein statistics were presented that showed the greatest number of acts of violence were not occurring in the secondary classes, but Junior and Senior Kindergarten. She considered this a serious indication that violence would permeate schools through the entry level.

The referral motion was put to a vote and was LOST.

Mrs. Dean's motion was put to a vote and was LOST.

Mr. Rielly agreed, at Mr. Stewart's behest, to correspond with the OSSTF stating that their request had been considered by this Board and at this particular time, we are not prepared to support a Co-ordinator.

Financial Status Report

Mr. Rutledge presented the report, which compares the spending patterns for the first seven months of 1990 and 1991.

Mr. Shewfelt, in answer to Mr. McWhinnie's inquiry, stated that he had no current budget expenditure warning to bring forth, based on spending to 1991 07 31. He assured Mr. McWhinnie that the savings of \$560,000 as indicated in Note 3, would show as a surplus on the debt charges line.

When Mr. McWhinnie commented that this "saving" represented a deferred debt payment and should not be reallocated to other purposes, Mr. Shewfelt affirmed that a surplus of \$560,000 would be brought in on that line even if the Board decided to spend unbudgeted funds.

In response to further questions, Mr. Shewfelt indicated that he had received no direct correspondence about possible grant reductions and spending freezes at Queen's Park. He did, however, have some grave concerns about the 1992 budget.

Mr. Rielly recalled providing copies of the Premier's speech with respect to budget and his belief that there was a message for all Boards in terms of the Provincial deficit. He understood there would be a direction to further investigate shared resources within the community, i.e. "working smarter with what we have".

Mr. Kennedy then expressed concern about the Board's increased debt load, particularly payments on the eleven million dollar's worth of debentures. He found it appalling that taxpayers should have to pay increased education taxes as well as interest on debentures.

Mr. Rutledge explained the current interest charge of 9 3/4 percent was for the first five years of a 15-year sinking fund debenture, for an annual interest charge of \$1 million.

Mr. Kennedy concluded that as the province pays for a good portion of busing costs and not all schools are utilized to their full potential, busing should be considered as an alternative to school construction.

Moved by Mrs. Baskin:

That the Interim Financial Status Report ending 1991 07 31, be received for information. CARRIED.

Mrs. Hill introduced and welcomed Ms. Irene Polidori as the Board's new Manager of Financial Services.

Update - Buy-Sell Natural Gas

Mr. Orlando presented the report, reviewing the cumulative savings to the Board over the past three years and projected savings through to 1994 08 31. He credited the leadership of Mr. K. Honybun, Staff Assistant Mechanical, on behalf of this Board and on behalf of the consortium for the realized savings.

Moved by Miss Cunningham:

That the Superintendent of Plant continue to act as the agent on behalf of the Buy/Sell Natural Gas consortium.

Miss Cunningham commended Mr. Honybun and other staff involved in the resultant savings to the Board. She considered the consortium to be an excellent example of "working smarter with what we have" and was pleased it will continue.

Many of the trustees echoed the Chairman's comments and commendation. Noting the difficulty in establishing such a consortium, Mr. McWhinnie related that he was only aware of three or four similar consortiums in private industry. He congratulated all involved.

There was a short discussion on the source of the original initiative for the consortium and members not clear about which Association had been responsible. (Note: Records indicate that the consortium resulted from a sub-committee of OASBO).

The motion was put to a vote and was CARRIED.

**Update of Major
Construction and
Renovation Projects**

Mr. Orlando reviewed the projects individually and verbally updated members on the budgeted amounts per project and payments made to date.

Replying to Mr. Stewart's query about Gibson School, Mr. Orlando explained that although minor roof repairs may have been done, a separate roofing program has been established for this type of work.

Trustees Allen and R. Stewart commended the excellent job done in renovating three schools in Ward 3.

Responding to Mr. Allen's question about the status of Phase II renovations for Memorial School, Mr. Orlando advised that no work has been done to date on this project, which is expected to consist of three classrooms, a library and some renovations to the annex. Following approval of an architect at next month's meeting, Mr. Orlando believes a plan will be compiled which will reflect community and school needs.

Mr. Orlando, responding to Mr. Stewart, explained that the identification of the work in the proposed addition to Memorial School was intended to indicate the scope of work to be done and as a base for estimates for the Accommodation Report. It was not meant to be a commitment as he was flexible to school needs.

Mr. Stewart emphasized the intent was to save the Board money through public discussion of school and community needs.

Mr. Mulholland recalled the earlier discussions regarding Memorial School renovations and the increasingly costly revised plans that had been discussed. He stressed that the Board would be considering alternative economical packages, focusing on the best possible value for the dollar while meeting both structural and program needs. He preferred that these alternatives, along with estimates, be examined and debated by the trustees prior to the engagement of an architect.

Dr. Johnston commented on the excellent quality of the painting project at Allenby School, which project had not been included in the report. Both Ms. Stewart and Dr. Johnston noted the painting was actually initiated by parents in the school before being completed by the Plant Department. They commended the co-operation between parents and staff.

Mr. Orlando explained for Ms. Stewart what the term "substantially completed" represented in industry: that the work was considered completed "for all intensive purposes" aside from minor deficiencies to be addressed and that this "substantial completion" date impacted on work orders and hold back payments.

Regarding the installation of a portable at Central School, Dr. Johnston commended Mr. D. O'Connor of the Plant Department who had re-arranged the fence to allow access to the property. Dr. Johnston considered the end result even better than the

original arrangement. At his request, Mr. Orlando agreed to inspect the asphalt at Central School and arrange for repairs if necessary.

Mr. Orlando indicated his pleasure with the trustees' comments about the various construction projects and that he would notify those involved.

At this point Mr. Stockwell advised that he and Mr. Rielly had an opportunity to tour the two new schools on the mountain during the last week of August. He commented on the length of time some of the teachers had already been in these schools, in preparation for the September opening.

In response to Mr. McWhinnie's questions, Mr. Orlando explained that the figures he quoted on payments to date were "cheques cut". While the Plant Department is aware of upcoming project expenditures, he noted there can often be extras or contingencies that impact on the final project total.

In discussion regarding the 10 percent holdback, Mr. Orlando explained that this was released 45 days after the "substantial completion date" is determined. Work not completed or any deficiencies would be itemized to ensure completion by the contractor.

When Mr. Stewart suggested that the holdback percentage not be issued until all of the work is complete, Mr. Orlando recounted that the contractor must complete the deficiencies within the 45-day period following the substantial completion date. Most contractors honour this arrangement.

Mr. Stewart considered that the 10% holdback was the only recourse the Board had to ensure total completion of the project as quickly as possible.

Moved by Dr. Johnston:

That the report on the Status of Major Construction Projects be received for information. CARRIED.

Moved by Miss Cunningham:

That an ad hoc name search committee be appointed to consider the renaming of Briarwood Secondary School.

While Canon Rogers was supportive of the historical significance of the name Bartonville, Trustee R. Stewart considered the motion premature, stating it would be far more appropriate to name the school following a decision to determine the eventual usage of Briarwood School.

Mrs. Bishop understood Mr. Stewart's concern, although she believed it was necessary to establish the ad hoc committee to avoid increased advertising and literature costs resulting from a delay in changing the school name.

Mrs. Clarke noted that the suggestion of the name Bartonville came from the community and she hoped the committee would

Consideration for the
renaming of Briarwood
School (Bartonville
Neighbourhood)

agree to commemorate the area once known as Bartonville.

Noting only one letter was received, Mr. Stewart hoped the committee would seek further community input either for or against the names of Briarwood or Bartonville.

When Mr. Desmarais questioned the origin of Briarwood, Mr. Shewfelt indicated those records were off site. Mr. Mulholland recalled that the property on which Briarwood School is built was donated by two sisters, however, the name Briarwood was not their family name.

The motion was put to a vote and was CARRIED.

Mrs. Hill introduced Canon Rolph, who initiated the suggestion of Bartonville School.

Telephone Responsibility of School Principals

At this point in the meeting, Mr. Stewart asked for the opportunity to question Mr. Kawai regarding a change in the telephone system throughout the schools, wherein telephones are billed to the Principals. Recalling a request for an allocation to upgrade the telephone system at the last round of budget discussions, Mr. Stewart questioned this billing coming out of General Education Supplies. He found this misleading and asked if the decision at the budget meeting was being circumvented.

Mr. Kawai explained that at the end of June a memorandum was sent to Principals allotting a portion of an approved budget figure to each school for telephone usage. The intent was to increase the control of phone usage and expenditures being incurred at each school. As part of the distribution of these funds, some areas were identified for discretionary spending, within constraints of individual school budgets. Each school receives a semi monthly report listing their budget and expenditures, billed to a specific account for telephones and telegraphs. The money apportioned to the schools does not include the \$250,000 requested (and denied) for the upgrade at budget time. System equipment updates and school equipment updates must still be approved centrally.

Mr. Stewart reiterated concern that site based management will be implemented before being discussed by trustees.

On the surface, Miss Cunningham noted that this move could be very good management, but she was disturbed by its implementation without trustees being involved and because site based management was "on hold" until discussion and direction was given by the Board. Remarking that the next step could be responsibility for staffing for schools, Miss Cunningham cautioned that site based management will be in place without trustees' involvement in its development. As she found this to be very disconcerting, she asked for an update on what other areas this was occurring, if planning for site based management was still continuing, and the costs involved.

Mr. Rielly recalled that at the May discussions regarding priorities, it was agreed that a workshop on site based management be held in the Fall. Declaring that a definition of site based management "is in eye of the beholder", he stated that decentralization was the direction in which the Board has been proceeding for the past three years. There is no question that confusion exists with trustees about decisions that are under central or de-centralized control. Hopefully, through a workshop with officials and trustees, many of these concerns can be clarified. He indicated that the Memorial School renovation issue that was raised earlier in the evening was indeed a classic example of decision making on a de-centralized basis. In the discussion, trustees received clarification that the next phase of the renovations would be done within the framework of a budget allocation agreed upon by the Board, but with input from the school staff and the parents. In addition, program considerations would also be considered with renovations being made to support the Middle School concept. He emphasized that all the decisions come to the Board for approval and funding, but it provides the opportunity for community/school input. He affirmed that no money has been allocated or spent with regard to the development of site based management. He recalled that the Integrated Information Services' project, sanctioned by the Board, dealt with the integration of information services and had nothing to do with development of site based management.

Understanding from Mr. Kawai's explanation that accounting procedures have changed to allotting money in a budget line to individual school responsibility, Miss Cunningham recalled that the \$250,000 request had been discussed and turned down, yet it appears the money has been spent. She was most upset that officials seem to be implementing some form of site based management in a surreptitious manner and she asked to be advised about the committee of officials developing site based management and when trustees would be invited into the discussions.

Mr. Shewfelt commented that there has always been a system in place whereby the schools and departments receive regular operating statements showing the details of selected operating accounts. These statements reflect expenditures to date and are intended for budgetary control purposes. With the schools and departments on-line, these operating statements will be accessed more readily. This two-tiered method of reporting the status of operating accounts is in no way associated with site based management. It is merely a more sophisticated method of tracking selected operating expenditures.

Miss Cunningham commented that the aspect may not be new but fact is procedures are changing to more principals control over different things. She questioned the apparent transfer of money from one account to another, i.e., IMS funding being placed on another line for school expenditures.

Mr. Rielly clarified that the information was not correct in that there still remains a central control over the major changes in telephones and communication system. The \$250,000 money

referred to by Mr. Stewart was money for inclusion in the budget; money which would have remained centrally controlled and never turned over to the principals. He affirmed that officials had not gone against the direction of the Board. Mr. Rielly emphasized that the money allocated in particular accounts to the schools has gone on for years but is the responsibility of the principal who is accountable for the spending. In conclusion, he assured trustees that with respect to the overall expenditure relative to telecommunications, officials have not gone against the intent of the Board.

While Mr. Allen could see nothing fundamentally wrong with principals having this responsibility, he understood the concern of trustees about site based management and that this was seen as a wedge in the creation of site base management. Noting the anxiety being created, Mr. Allen cautioned that it is important that trustees know when further discussions about site based management will occur and some clarification about the expectation of site based management. He noted that it was the exclusion of trustees' participation in the creation of this concept that concerned many trustees, not the overall idea. Referring to Mr. Rielly's comments about Memorial School being a "classic example", Mr. Allen suggested that if this is the case, there is nothing to fear from site based management.

Mr. Rielly accepted responsibility for not having provided trustees with enough information. Out of the June discussion about the concept of site based management, Mr. Rielly's intends to bring forward concepts about decentralization and decision-making at the school level in the Fall, for an open and full discussion by trustees and a decision about the parameters of site based management.

At this point in the discussion, Mr. Mulholland remarked that the discussion on site based management was out of order as Trustee Stewart had asked for and received a response to his question regarding telephone expenditures.

The Chair agreed with Mr. Mulholland's observation.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Bishop:

That the recommendation of the Director of Education be approved as presented. CARRIED.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

URBAN/MUNICIPAL
CA4 ON H3L W210
M35

NOVEMBER

OPERATIONS MANAGEMENT COMMITTEE

URBAN MUNICIPAL
GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

OPERATIONS MANAGEMENT COMMITTEE

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THE UNIVERSITY OF
THE SOUTH PACIFIC

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OPERATIONS MANAGEMENT COMMITTEE
1991 11 12

Present: S. Hill (Chairman); Trustees Baskin, Desmarais, McWhinnie, Penner, Rogers, A. Stewart and Cunningham.

Also

Present: Trustees Allen, Bishop, Clarke, Deans, Korz, Lowe, Mulholland, Paquin and R. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
P. Shewfelt, Superintendent of Finance and Treasurer
D. Skidmore, Superintendent of Program
R. Orlando, Superintendent of Plant
R. Kawai, Superintendent of Information Management Services
M. Quinn, Superintendent of Schools - Area 1
N. Nicholls, Superintendent of Schools - Area 2
R. Binns, Superintendent of Schools - Area 3
P. Gillie, Superintendent of Schools - Area 4
G. Rutledge, Controller
S. Rogers, Assistant to the Secretary

Mrs. Hill called the meeting to order and asked for confirmation of the minutes.

Moved by Mrs. Baskin:

That the minutes of the regular meeting of 1991 10 08 and special meeting of 1991 10 24 be approved as presented. CARRIED.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Report from the officials relative to the presentation by the Youth Environment Society of Westmount regarding the purchase of post-consumer waste recycled paper

Ms. Gillie, in presenting the report, welcomed the support and commitment from the school level as well as from the Youth Environment Society. Noting that the annual report on the Environmental Policy was to be presented in January, she concluded that decisions pertaining to the purchase of recycled paper for use in the schools may be better evaluated after January.

At Mrs. Bishop's urging, Mr. Shewfelt agreed to discuss the formalization of a purchasing consortium (involving School Boards, Region, City and hospitals) with the Purchasing Manager.

Moved by Mrs. Bishop:

That the Purchasing Department continue to monitor the marketplace for environmentally friendly and recycled paper products and that the Board determine in the 1992 Budget Process if a percentage premium should be paid for recycled material.

Canon Rogers asked that recycled photocopier paper be reconsidered while Mrs. Bishop encouraged all avenues of recycling, reducing and reuse of paper products.

The motion was put to a vote and was CARRIED.

Report from the officials relative to the presentation regarding the Boundaries of Helen Detwiler School

The report from the officials in response to the DiCenzo Gardens Community presentation was reviewed by Ms. Gillie. The report provides information about housing development and growth in surrounding neighbourhoods in order to

provide an understanding of accommodation concerns for this school, and the rationale to keep the boundary unchanged. Ms. Gillie gave an overview of each neighbourhood, concluding that there were six boundary situations similar to this across the east mountain which cannot be accommodated.

When Mr. Mulholland noted that the number of children being transported to Ridgemount would probably remain the same with other students being bused in to fill the spaces made available, Ms. Gillie clarified that providing relief to Thornbrae School would be done through accommodation in the "north-south corridor".

Understanding the parent's concern, Mrs. Bishop asked if the Board provided real estate agents with advance information about neighbourhood schools.

Ms. Gillie responded that although attempts have been made in the past to address this situation, changes in the economy and housing development have made it difficult. She remarked that real estate ads about the east mountain development do not comment on schools.

Canon Rogers spoke against the recommendation based on the community's presentation and the small number of children involved.

Replying to Mrs. Deans questions regarding portables, Ms. Gillie estimated the cost of busing (\$25,000) versus a portable (\$30,000). She anticipates portables will be required at Helen Detwiler School to accommodate students from Block 88.

Mr. Jackson, Supervisor, Research Services, advised that a recent notice from the City's Planning Department indicates an additional 45 homes are to be built in DiCenzo Gardens this spring and he expressed concern about setting a precedent relative to boundary changes. In view of the declining Ridgemount neighbourhood population, he believed students from Blocks 86 and 76 should be accommodated at Ridgemount School rather than adding portables to Helen Detwiler School.

Ms. Gillie added that changes in a school boundary could result in the need for an additional class or teacher, while not reducing staff by that same equivalent in the former neighbourhood school. In responding further to Mrs. Deans, Ms. Gillie outlined the areas of anticipated growth east of Upper Sherman and south of Rymal Road, while stating that the location for a new JK -5 School in Area 4 has not been determined.

Maintaining that "space" concerns were the Boards' problem and not the parents', Mr. Desmarais supported these students attending Helen Detwiler School rather than being bused to Block 66.

Mr. Korz commented that a similar situation is being experienced in Block 78 where students are bused past Lincoln Alexander School to attend Thornbrae School; a situation which exists at several other sites. He believed that if this request was approved and the new elementary school was located east of this area, children in the central mountain

would be housed in a large number of portables and the parents would then petition for their removal. Having provided information to the presenters, Mr. Korz admitted that he was unable to support their request due to the impact on other children.

At Mr. Korz' request, Ms. Gillie related that students in Block 90 (Templemead) are still being bused to Thornbrae in Block 68. In an effort to provide some relief to accommodation at Thornbrae School, officials cut off further enrolment from the Templemead survey, however, current students will remain in Thornbrae until 1995.

Pointing out that boundary problems are not unique to the mountain area, Mr. Allen warned against destroying the officials' planning process by voting against the recommendation. He remarked on the accurate planning direction that the Superintendents and the Research Department have provided over the years.

Mr. Mulholland suggested that creative ways must be considered to alleviate accommodation problems, in the belief that most parents and students would prefer portable accommodation to busing. Recalling that the planned addition for C. B. Stirling School was reduced by half in size and resulted in students being transported, Mr. Mulholland questioned the impact on long term planning if these 21 students were allowed to attend Helen Detwiler School. In response to his question about school property in Block 90, Ms. Gillie acknowledged there was a site in Block 90 and in Block 89.

Relative to planning, Ms. Gillie reminded the members that accommodation recommendations have been in accordance with the Board's request to utilize all our facilities and she drew attention to the recent re-opening of Sherwood Heights School. To this point busing and utilization of existing facilities have been the direction as opposed to the construction of new schools.

Mr. Mulholland spoke in support of the need for a five year accommodation plan for the mountain and emphasized his preference for portables versus the high cost of busing especially when accommodation is available in the neighbourhood school.

Mr. Stockwell and Trustee Clarke both commented on the amount of accommodation planning that has occurred in an attempt to utilize our facilities according to Board policy, while trying to anticipate the economic and other factors that will impact on the development of housing projects. Mr. Stockwell added that any decision for one school can impact on others at the same time.

While Mrs. Deans expressed a preference for portables compared to busing, she remarked on the possible locations for a new elementary school as well as safety concerns which would require Block 97 students to be bused across Highway 53.

Ms. Gillie clarified that there is an immediate need to provide relief to Thornbrae School, and that once this boundary matter was resolved, she would be enrolling Block 88 students in Helen Detwiler School. Citing accommodation situations at several schools, she stated that the only other alternative remaining for Block 88 students would be interim accommodation at Comley School.

Mr. Korz reiterated earlier comments that he was unable to support the presenters. Commenting on the number of portables at Thornbrae School, Mr. Korz remarked that parents and neighbours are requesting the removal of the portables. He recalled that when construction of the Helen Detwiler School was approved, it was with the clear understanding it would house students from Block 87. He wondered about the rationale for adding portables to Helen Detwiler School while Ridgemount School has room. He then questioned how trustees would respond to the next group from this neighbourhood asking for accommodation at Helen Detwiler School.

Miss Cunningham felt the comments made by the trustees were an indication of the need to reconsider the accommodation program, particularly relative to reduced bus grants. Believing that this request was not fair to everyone, and in particular the Superintendent, Miss Cunningham was not prepared to support this request. She supported an informed decision process relative to accommodation rather than a sudden, hasty decision.

Stating that accommodation is achieved through busing, building or portable use, Mr. Mulholland spoke against consideration of a new school and in support of portables to address accommodation needs.

Responding to Mr. Mulholland, Ms. Gillie indicated that there are currently over 33 portables in Area 4 with the possibility of another five to nine additional portables. She pointed out that additional portables do not guarantee that students will be within walking distance of their school. Students will continue to be bused from housing developments in the south mountain to schools in the northern end of the mountain. As Area 4 is at 95-98% capacity, she summarized the situation as "where people are, we do not have the schools - where we have schools, we do not have the space."

In response to Mr. McWhinnie's query about the "worst case scenario" that could result from Blocks 86, 87 and 88 being accommodated at Helen Detwiler School, Mr. Jackson replied that, based on planned development, 30 portables would be located at that school in 10 years' time.

Mr. Jackson added that the census indicates that with no boundary changes or further housing development in the Helen Detwiler neighbourhood, Helen Detwiler School would reach capacity in two or three years. According to the City Hall Planning Department, the expectation is for 11,000 people in the DiCenzo neighbourhood over the next 10 to 12 years.

In response to further questions by Mr. McWhinnie, Mr. Jackson outlined that the expected number of junior school

children from each of these blocks would average 450, but that in 20 years' time, the accommodation situation would change dramatically. Commenting on the difficulty of anticipating development timelines, Mr. Jackson concurred that space was very limited in the upper city and that while children have been accommodated in portables it would become increasingly difficult to continue adding portables.

Mr. McWhinnie supported the staff's recommendation due to the increased number of portables that would be required. He believed that under any scenario, Block 86 students will be an accommodation problem requiring busing.

Mr. Stewart requested that, in future, maps include a scale. Mr. Orlando, in response to Mr. Stewart clarified that while portables were redistributed to meet accommodation needs this year, it is likely that portables will have to be purchased next year. This is currently under review. Mr. Stewart ended by noting that trustees appear to be afraid of the "domino effect" of this request.

Mr. Mulholland commented relative to the number of anticipated portables, that there is always movement of students, i.e. Grade 5 students graduating to middle schools. When he asked the Superintendent to comment on whether portables jeopardize children's education, Ms. Gillie responded that the issue under discussion is not the issue of where learning should take place but whether there is logic in adding portables when there is space at Ridgemount School.

Mrs. Lowe supported the recommendation, noting that a change in the accommodation philosophy would be unfair to neighbourhoods such as Templemead which have accepted busing.

Mr. Mulholland, pointing out that the input of Templemead parents was a creative idea, suggested that future residents of DiCenzo Gardens be bused out, similar to the Templemead survey.

Miss Cunningham agreed Mr. Mulholland's suggestion was creative, but that it would undermine the present accommodation philosophy and policy within which the officials operate. She urged that accommodation, including portables and busing be addressed in the future.

Recalling reports of a \$2 billion government shortfall, Mrs. Baskin stated her anticipation of further reductions in busing grants. Pointing out that boards became involved in bus transportation because the government paid for the cost, Mrs. Baskin agreed that the Accommodation Committee needs to consider the grant reduction and that the busing policy may also need to be reconsidered.

In response to questions from Miss Cunningham, Mr. Binns indicated that the Accommodation Committee could bring a report to the December meeting of the Operations Management Committee relative to trustees' comments about accommodation during this discussion.

Moved by Mr. Allen:

That the following recommendation from the Officials' Report relative to the presentation regarding the Boundaries of Helen Detwiler School be approved:

(a) That no change be made in the western boundary for Helen Detwiler School (Upper Wellington Street) and that the request of the parents be denied.

CARRIED.

Report from the officials
relative to the presentation
and petition regarding
busing - 1900 Main Street
West

Mr. Shewfelt presented and reviewed the report.

Moved by Mrs. Baskin:

That no action be taken to provide transportation for students residing at 1900 Main Street West.

Mrs. Bishop outlined some of the background that had resulted in this request for transportation and was pleased that there would be a review conducted as indicated in the report.

The motion was put to a vote and was CARRIED.

NEW BUSINESS:

Tri-Board Communication

Mrs. Clarke asked for and received permission to address this item next on the agenda to enable her to meet another commitment.

Moved by Mrs. Clarke:

That the Hamilton Board of Education initiate discussions with our neighbouring school boards to explore joint initiatives which will enable us to continue the quality of service we offer in this area in the most cost effective manner possible.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

Report from the Accommodation Committee re Site for a French Immersion Program in a Secondary School

Mrs. Nicholls reviewed the report containing a recommendation that a French Immersion program be located at Westmount Secondary School effective September, 1992.

In response to Mr. McWhinnie, Mrs. Nicholls advised that the optional 50% of a student's program will be part of the Westmount 1990 teaching method, while the other 50% French Immersion instruction will be a self-contained situation. For September, 1992, she anticipates only a grade 9 class, with the possibility of a grade 10 class if enough Westdale students transfer, once this site receives approval. She assured him that parents understood that if there was not enough students for a grade 10 class, this program would evolve under a "phase-in" method.

Mr. McWhinnie expressed reservation about adding another program so quickly after the implementation of Westmount 1990 and possibly diverting staff attention away from that program. He accepted Westmount as a location for the French Immersion program, but preferred September, 1993 and indicated his willingness to make such a motion.

Mrs. Nicholls replied that such concerns had been considered as well as a parents' survey which indicated their first choice for location was Hill Park School. Understanding the accommodation situation at Hill Park, the parents unanimous second choice was Westmount School. Relative to the additional stress on administration at Westmount, Mrs. Nicholls considered there would be minimal difficulty with the implementation of this program as the curriculum is based on the Westdale program already in effect.

Mrs. Lowe questioned whether all parents were polled during this survey as it was her experience that parents preferred Sherwood School as opposed to Westmount.

Mrs. Nicholls responded that virtually all the parents were involved in the survey and that she had attended a meeting with parents at Norwood Park School to discuss this situation. It was her personal belief and that of the Home and School Council, that following this discussion the majority of parents were satisfied with Westmount as the site for the program. Out of the two grade 8 classes at Norwood, she anticipates enough students for one grade 9 class at Westmount. Relative to the survey, she acknowledged that more students attending Norwood Park reside on the west mountain than the east mountain. However, when the Home and School compiled the survey, it was on the understanding that the "majority would rule".

Mrs. Baskin pointed out several inconsistencies with the format of this report and emphasized that decisions are not to be brought to trustees, recommendations are to be brought for decision by trustees. She urged trustees to remember that trustees make policy.

Mr. Rielly assured Mrs. Baskin that the decision was the trustees, however, Mrs. Nicholls recalled that at the time the French Immersion policy was passed last May, the site for this program was to be selected through a committee which would report back to the Accommodation Committee and ultimately, to the trustees.

Mrs. Deans spoke in support of input into the site selection by the people most affected by its location. Mrs. Nicholls advised Mrs. Deans that they hope both programs (Westdale and Westmount) will be viable and concerns regarding student's sibling and choice of school are negotiable in the best interest of the students during this transition period.

Mr. Stockwell explained that the intent was to put the French Immersion program on the same basis as other programs in the school with the Superintendent of Schools responsible for the program. He recalled that parents were very anxious for a French Immersion location on the mountain and were prepared to support the choice of accommodation.

Noting that Westmount is primarily a neighbourhood school, Mr. Korz noted the French Immersion program would bring Westmount closer to a "magnet" concept. In light of Mrs. Baskin's comments on procedure, Mr. Korz suggested discussion continue next month and it was

Moved by Mr. Korz:

That the Report regarding the site for a French Immersion Program in a Secondary School be tabled until December 1991.

CARRIED.

When Mrs. Bishop asked for clarification of the status and purpose of this report, Mr. Rielly responded that the recommendation was brought to the trustees for a decision.

NEW BUSINESS:

**Request from the City
of Hamilton re the
Hamilton Strategic Plan**

Mr. Rielly stated that direction was being sought on how the Board would interact with the City regarding the Strategic Plan. In response to Mrs. Deans, Mr. Rielly advised there were some recommendations that could impact on the Board's operation in general. He did not anticipate bringing a report to the Board on each of these issues, however, he added that the Strategic Plan could impact on sharing and rental of facilities, as an example. He hoped officials would be authorized to interact on the Board's behalf for the continuation of the present, positive relationship in the use of these facilities.

Mrs. Deans suggested that trustees and aldermen should discuss these issues after a report from the officials.

Moved by Ms. Stewart:

That the request from the City of Hamilton re the Hamilton Strategic Plan be received for information.

Relative to the 1991 10 25 response date, Mr. Rielly assured Miss Cunningham that he had contacted Mr. L. Sage, Chief Executive Officer for the City, and was told that the deadline could be extended to 1991 11 30 to allow for trustees' input.

Miss Cunningham suggested a working group be formed to review and discuss a submission.

Mrs. Bishop was agreeable to a response indicating areas of common concerns such as problems of immigrants, community resources, fiscal restraint, environmental issues and purchasing.

Noting that the letter specifically asked for input, Mrs. Deans anticipated that officials would meet with their counterparts at City Hall to bring back concerns or suggestions related to the Strategic Plan for trustees' discussion and approval.

Ms. Stewart agreed to reword her motion to accommodate Mrs. Deans' suggestions as follows:

That the request from the City of Hamilton re the Hamilton Strategic Plan be received for information and a further report be brought to the trustees after consideration by staff.

CARRIED.

**Interim Financial
Status Report**

Mr. Rutledge presented the report, for the nine months ending 1991 09 30 and advised a report on the forecast for the year end will be presented at the December Operations Management Committee meeting.

Moved by Canon Rogers:

That the Interim Financial Status Report for the period ending 1991 09 30 be received for information.

Mr. Rutledge, in reply to Mr. McWhinnie, advised that a voluntary restraint program was put into effect in October, but he was unable to assess its effect on expenditures.

Regarding the year end forecast situation, Mr. Rutledge remarked that he does not foresee any difficulties; however, Mr. McWhinnie expressed his desire for a \$560,000 surplus relative to a delayed debt payment.

Mr. McWhinnie credited Mr. Shewfelt and his staff for the substantial improvement in financial reporting as a result of his many requests and hoped for improvement on an on-going basis.

Mr. Shewfelt accepted Mr. McWhinnie's comments and offered to pass them on to his staff.

Mrs. Bishop, noting the 50% drop in Personnel Training, asked about preparations undertaken to ensure Special Education Learning Resource Teachers' (LRT) attendance at a recent Council for Exceptional Children conference. She also inquired about the origin of this sum of money.

Mr. Stockwell remarked there was an understanding that principals would accommodate representation from each of their schools, although not necessarily the LRT. Mr. Shewfelt advised this amount covers all aspects of the Board's personnel training operations, both inside and outside of the classroom.

The motion was put to a vote and was CARRIED.

1992 Insurance Coverages and Premiums

The report was presented by Mr. Rutledge.

Moved by Mr. Desmarais:

That the 1992 insurance coverages and premiums of \$359,958 be approved.

Mrs. Deans expressed interest in the provision of comparison rates between Dalton Insurance and OSBIE quotes.

When Miss Cunningham questioned the increase in property insurance versus the drop in property values, Mr. Rutledge pointed out that this insurance is for replacement cost.

The motion was put to a vote and was CARRIED.

Update on Dofasco Assessment Appeal

In presenting this report, Mr. Rutledge drew attention to the continuing time frame for the resolution of this assessment.

When Miss Cunningham urged that pressure be applied to finalize this situation, Mr. Rutledge responded that the Commissionaire has been trying to achieve a settlement with Dofasco but was unsuccessful. It appears that this matter

may go to the Supreme Court of Canada. In response to other questions, he clarified that Dofasco appealed the ruling in 1987 and continues to appeal each subsequent year.

Mr. Shewfelt added that pressure has been applied and the Board is not responsible for the delay.

Relative to the recommendation, Mr. Rutledge explained that it represented "bookkeeping" and would result in these funds collecting compounding interest until the appeal is settled.

Moved by Mrs. Deans:

That the reserve for the Dofasco assessment appeal be recorded in the Reserve Fund. CARRIED.

Section 27 Programs
New Young Offender
(Phase 1) Program

Mr. Skidmore presented the report and background for this program which is expected to be located in Hamilton for two years.

Moved by Mrs. Bishop:

That subject to approved funding by the Ministry of Education, effective 1991 12 02, an educational program be provided at Family Services of Hamilton-Wentworth Youth Centre - Phase 1 Secure Custody, at no cost to the Board.

Mrs. Bishop commended this educational opportunity for young people within the Correctional Centre.

Mr. Shewfelt clarified for Mr. McWhinnie that should funding for this program cease or be reduced, this program would also cease. He emphasized that this is a two year program and is implemented on the understanding that there is no cost to the Board.

The motion was put to a vote and was CARRIED.

Mr. Skidmore recognized the presence and contributions of Mr. Brian Seamans, the Community Liaison for Section 27 Program.

Executive Summary
regarding the Report of
the French Language
Education Governance
Advisory Group

Mr. Rielly presented the report, outlining two suggestions for responding to the Ministry by the end of November.

Moved by Mrs. Deans:

That the list of French Language Education Governance Advisory issues identified by the trustees at the 1991 11 04 meeting be considered, as a basis for a report to the Minister of Education to be submitted no later than 1991 11 29.

Trustees Deans and Cunningham indicated their approval of the summary of eight concerns included with the report, while noting this Board enjoys good co-operation between the English and French Language Sections.

Miss Cunningham stressed the importance of public awareness of the cost factors and implications related to the recommendations by the Ministry.

The motion was put to a vote and was CARRIED.

Report re 1991 Quarter
Century Club Dinner

In reviewing this report, Mr. Rielly noted paying members had expressed pleasure for the opportunity to attend this gathering.

Moved by Mr. Korz:

That the annual gathering of the Board's Quarter Century Club take place in future years on the same basis as in 1991.
CARRIED.

Report of the Name
Search Committee -
Briarwood School

Canon Rogers presented this committee's report and recommendation which supports the historical name Bartonville.

Moved by Canon Rogers:

That the following report of the Name Search Committee - Briarwood School be approved:

(a) That Briarwood Secondary School be renamed Bartonville Adult Learning Centre, effective 1991 11 22.

Mr. Allen, continuing his earlier opposition to the committee's choice, voiced support for the retention of Briarwood and its contemporary recognition among the community and school graduates. He also pointed out the long lead-in time resulting from such changes and that it might be to the detriment of this program. He indicated he would make a motion should this recommendation be defeated.

Mr. Desmarais spoke of being lobbied by Mr. Bill Weir the "Mayor of Bartonville" and also spoke of graduates' concern that the name "Briarwood" and any mementos relative to their school be enshrined in our archives. He asked for, and received assurance from Mr. Rielly, that this concern would be addressed.

When Miss Cunningham supported a new name for a new centre for adult learning, Mr. Stewart pointed out that adults also attended Briarwood School.

The motion was put to a vote and was CARRIED.

Report of the AIDS
Policy Committee

Moved by Mrs. Deans:

That the following report of the Aids Policy Committee be approved:

a) That the Draft AIDS/HIV Operating Procedures, as amended, be received for information.

b) That the Draft AIDS Policy and Procedures Pamphlet be accepted, as amended.

c) That the verbal Report re the Outline of the Proposed Communication Plan to Support the Board's AIDS Policy be received for information.

d) That the newspaper article, "Condoms in Schools: The Right Lesson", be received for information.

Mr. Skidmore recognized the contribution of several staff members relative to the Operating Procedures and Pamphlet, remarking that the primary responsibility of staff is to have a sound working knowledge of these procedures.

In response to a question, Mr. Skidmore affirmed that the terminology used was consistent with legislation and had been reviewed by the Medical Officer of Health.

Trustees Deans and A. Stewart expressed satisfaction with the sensitivity, content and confidentiality within the document. Mr. Skidmore noted their comments for the staff involved.

The motion was put to a vote and was CARRIED.

Report of the Super-
vised Alternative
Learning for Excused
Pupils Committee

Moved by Canon Rogers:

That the following report of the Supervised Learning Alternatives for Excused Pupils Committee be approved:

(a) That the SALEP 1990-1991 Annual Report, including the Statistical Report, be approved as presented.

Mr. Skidmore recognized the support provided to this committee by the trustees and community workers, as well as the leadership provided by Mr. Schofield.

The motion was put to a vote and was CARRIED.

Report of the Special
Education Advisory
Committee

Moved by Mrs. Bishop:

That the following report of the Special Education Advisory Committee be approved:

a) That SEAC write to the Ministry regarding the short timelines for Boards to accomplish a proper job in responding to the Computers Across the Curriculum document.

b) That the December meeting of SEAC be held on Wednesday, 1991 12 11.

c) That the March meeting of SEAC be held on Wednesday, 1992 03 11.

d) That the meeting times of the Special Education Advisory Committee be 19:00 hours to 21:00 hours.

e) That the following recommendations relative to membership on the Special Education Advisory Committee be approved:

i) the number of Local Associations/Organizations be increased to 12, if possible

ii) the number of Additional Members remain as at present (three)

iii) that attendance at meetings be more closely monitored with a written notice being sent to members or trustees following an absence of three consecutive monthly meetings.

Mrs. Bishop explained that lack of interest on the part of trustees and community representatives initiated recommendation e). She noted that absence from meetings was covered by the Education Act and Special Education Advisory Committee guidelines.

The motion was put to a vote and was CARRIED.

Motion to Thank the
Chairman

Moved by Ms. Stewart:

That the members express to Sandy Hill their appreciation for the effective and competent manner in which the meetings of this committee have been conducted throughout this past year. CARRIED.

ELEMENTARY/SECONDARY

BUSINESS ARISING FROM THE MINUTES:

Recommendations of the
Director of Education

Mr. Stockwell presented the recommendations, clarifying that Junior French in Clause a) referred to Grade 9 and 10 students.

Replying to questions by Mr. Stewart, Mr. Stockwell indicated that the new waiver forms are not in use as the Board's solicitor now considers that parents must purchase supplementary insurance for students travelling outside of the province. His opinion is that unless additional insurance is purchased, the Board may be held responsible in the event of the hospitalization of an injured student. In the interim, schools have been advised of this requirement.

Mr. Stewart stated his concern with allowing students to ski outside the province in view of the skiing available within the province. He requested that clause x) be voted on separately.

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved.

When Mrs. Deans raised the issue of the Board purchasing supplementary insurance through the OSBIE consortium, Mr. Stockwell remarked that supplementary insurance is considered to be the responsibility of the parent, not the Board. Mrs. Deans then explained that her intent was that parents would purchase this insurance through the Board.

Mr. Desmarais suggested that supplementary health insurance be offered as part of the annual optional pupil accident insurance available to parents.

The recommendations were put to a vote with the exception of Clause x) and were CARRIED.

Clause x) was put to a vote and was CARRIED.

Magnet Schools

Mr. Korz requested that this item be tabled for full discussion at an appropriate time within the next couple of months.

Moved by Mr. Korz:

That the Report regarding Magnet Schools be tabled.

CARRIED.

O.P.S.B.A. fees

Miss Cunningham wanted to ensure there was no expectation of further information forthcoming relative to the proposed OPSBA fees as she had provided the information at a previous meeting.

NEW BUSINESS:

Request of McMaster University re a pilot study on back pain among students

Mr. Rielly assured the members that the questionnaire would be reviewed prior to its circulation in the schools and if it is not appropriate the request would be brought back to the trustees.

Moved by Mrs. Bishop:

That the request of McMaster University to conduct a pilot study on back pain among students be approved.

CARRIED.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

URBAN/MUNICIPAL
CA4 ON HBL W26
NA35

DECEMBER, 1991

OPERATIONS MANAGEMENT COMMITTEE

URBAN MUNICIPAL

FEB 10 1992

GOV. GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

OPERATIONS MANAGEMENT COMMITTEE

CS
10

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF ECONOMICS

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OPERATIONS MANAGEMENT COMMITTEE

1991 12 10

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MINUTES OF THE
OPERATIONS MANAGEMENT COMMITTEE
1991 12 10

Present: S. Hill (Chairman), Trustees Allen, Darby, Desmarais, Lowe, Rogers and Cunningham.

Also

Present: Trustees Bishop, Hicks, Johnston, Korz, Mason, Mulholland, Orban, Rodgerson, Stewart and Wilson.

Officials

Present: K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
P. Shewfelt, Superintendent of Finance and Treasurer
B. Sinclair, Superintendent of Human Resources
R. Orlando, Superintendent of Plant
R. Kawai, Superintendent of Information Management Services
M. Quinn, Superintendent of Schools - Area 1
N. Nicholls, Superintendent of Schools - Area 2
R. Binns, Superintendent of Schools - Area 3
P. Gillie, Superintendent of Schools - Area 4
R. Lavoie, Superintendent of Schools - French as a First Language
G. Rutledge, Controller
S. Rogers, Assistant to the Secretary

Mrs. Hill called the meeting to order and asked for confirmation of the minutes.

Moved by Canon Rogers:

That the minutes of the 1991 11 12 meeting be approved as presented.

CARRIED.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Reports from the Accommodation Committee:

a) Site for a French Immersion Program in a Secondary School Mr. Binns presented and reviewed the report outlining the approved procedures and the decision of Westmount School as the location for the French Immersion Program.

Noting the lack of trustee representation on the Task Force, it was

Moved by Mrs. Rodgerson:

That the combined efforts of Information Management Services and Research Services be employed to produce a comprehensive survey of families accessing the Board's French Immersion Schools, in order to facilitate the long-term planning needs of the French Immersion community.

While agreeing that the process was flawed as it did not include trustee representation, Mrs. Lowe expressed concern that acceptance of Mrs. Rodgerson's motion would delay this program for an entire year. In fairness to all of the people involved, she stated that the Board committed itself to a French Immersion high school in September, 1992, and should accept this decision, which resulted from approved Board policy.

Mr. Korz cited earlier discussions and the assurance he had received that the Board would have the final decision about the location. He expressed concern that the decision was brought as a matter of information for the trustees.

Noting the change in the process, Mr. Rielly apologized to Mr. Korz for misinterpreting the process earlier.

Referring to projected enrolment statistics for secondary schools on the mountain, Mr. Hicks questioned, and was assured by Mr. Jackson, that these projections included the same percentage of students transferring out of the Westmount, 1990 program through the years to 1996. Similarly, figures for transfers-in have been projected for Hill Park and Sir Allan MacNab Schools.

When Mr. Hicks was advised that English-speaking parents from the potential receiving high school were not involved in this decision, he requested their inclusion to avoid any mis-perceptions within that community. Speculating that the Westmount, 1990 concept might result in increased enrolment, Mr. Hicks queried its impact on the French Immersion program given the lack of flexibility in high school accommodation.

Mrs. Nicholls responded that, once the program commenced at Westmount, it would be the officials' responsibility to make proper adjustments if the school becomes crowded, rather than moving a program.

Mrs. Rodgers expressed appreciation for the concerns with flexibility, noting she was also concerned that this program would be placed in a site without consideration of other locations and without needs of the French Immersion students. She stressed the need for long-term planning through a survey and with input from other parents of French Immersion students on decisions such as whether two schools are sufficient. She also pointed out the lack of information regarding the future cost of this program.

Recalling that a year-long committee discussed French Immersion issues, including long-term planning, and that the final process was approved in May, Mrs. Bishop warned against negating the work of this committee. She remarked that this report is being brought to trustees as information because that was the process approved by trustees. Similar to Mrs. Lowe, Mrs. Bishop considered this motion a delaying, unnecessary expense and urged members to allow the proper and orderly development of this program as established and approved earlier this year.

Mr. Korz reiterated that trustees approved the French Immersion report in May on the understanding that trustees would have the final approval on the site and that the role of the Task Force was to examine the "feasibility" of a site.

In response to Miss Cunningham's inquiry relative to a French Immersion site in the east end, Mr. Binns responded that the Accommodation Committee had given some consideration to Glendale School last year, as well as discussing a "central" site. No further discussion has taken place, but he noted that consideration would first be given to the feasibility of a third site, then its location.

Citing costs involved in French Immersion libraries and books, Miss Cunningham stated concerns that discussions on the feasibility of a third site and a decision will occur without trustee participation. She then asked Mrs. Rodgers to clarify the intent of her motion.

Mrs. Rodgerson replied that she believes it is necessary to survey the entire community, rather than mountain residents (primarily Wards 7 and 8). She felt the survey would indicate the needs of lower city residents and feasible French Immersion sites, by asking people who are most affected and interested.

Regarding phone calls she had received, Miss Cunningham remarked that the problem appears to be the inclusion of parents in this process and the questionnaire upon which this decision was based. Stating that two French Immersion sites in the west end of the city did not address needs of the east end, she questioned whether the Board had funds to establish a third site and that the Board should reconsider. She asked regarding Wentworth County Board of Education (WCBE) student statistics at Sherwood.

Referring to figures on page 7, Mr. Jackson stated that Wentworth County students are using the Education Act to access Sherwood Secondary School over and above those students currently being transported to the school by Wentworth County. Fees are paid by the Wentworth County Board, however, students arrange their own transportation. Approximately 260 WCBE students attend Sherwood at present and it is expected that this figure will reduce to approximately 165 students over the next two years.

Having similar concerns to Miss Cunningham, Mrs. Lowe believed the crux of the issue was the confusion surrounding the final decision, a situation which will have to be addressed. Taking a global view of the situation, she agreed that not everyone would be satisfied, but that the final location would reflect the needs of the majority. She related receiving calls from Sherwood parents who did not feel included in the process as the Norwood Park Home and School Association formed the nucleus of this task force. Regarding students from the lower City, she felt they would prefer to attend Westdale School rather than Westmount.

Mrs. Hill, responding to Mrs. Lowe's question, ruled that there was nothing within the context of the motion that would eliminate the implementation of this program in 1992. She read the motion.

Mrs. Hill remarked that if there was no decision forthcoming on this issue in December, there would be no secondary French Immersion program on the mountain. As this would result in a conflict with the Board's resolution, a rescinding motion would be required with a two-thirds majority.

Mr. Korz questioned the interpretation of the rules on the basis of a new Board year.

Mr. Rielly concurred with Mrs. Hill that the motion requires a survey of families accessing French Immersion Schools with the information being used in long-term planning, but he did not believe it precluded a location at Westmount this September.

Mrs. Lowe noted that two completely different issues seemed to be under discussion.

Understanding there was a perception or expectation on the part of parents for a third location, Mr. Hicks asked for official clarification

of this issue as he knew of no commitment by the Board to a third French Immersion location.

Mr. Binns explained there was a distinct difference between any decision tonight and the possibility of third site. He acknowledged that there had been discussion by the Accommodations Committee about the possibility of a lower east end site, following the introduction of an elementary program in that area. The direction of clause 1b, however, was to designate a school on the mountain by 1991 12 31.

Mr. Hicks remarked that he was trying to make a decision on a mountain site to handle east end students. He was beginning to understand some of the phone calls he received and wondered about Board planning if there is a perception of a third site.

Mrs. Rodgerson raised concerns of French Immersion parents about a) input into the survey, b) the impact of two schools on the allocation of money and grants and c) the lack of French-speaking subject specialty teachers.

Mr. Stockwell acknowledged that secondary teachers have been teaching more than one subject because of their facility in French.

Mrs. Rodgerson commented that a commitment to quality education would ensure these students have access to quality education if not available in our French Immersion schools.

Ms. Orban urged recognition of the previous Board's commitment to a French Immersion high school on the mountain. While not undermining the efforts and work of the Norwood Park Home and School in attempting to co-operate with the Board, she acknowledged that the Board should have been responsible for conducting the survey.

Commenting on the Board's commitment to the planning process last year, Mrs. Bishop reiterated the detailed process established relative to a French Immersion program. As to comments about funding of two schools, she reminded members that the original French Immersion report provided extensive information and confirmed that the French Immersion program was cheaper than core French and that grants are generous. When she asked Mr. Shewfelt to elaborate, Mrs. Hill ruled that this information was not germane to the discussion.

When Mrs. Bishop asked for clarification on the intent of the motion on the floor, Mrs. Rodgerson responded that the motion is to allow some time to consider a number of issues and involve all French Immersion families. Noting that two schools in the west end of the city would eliminate the other half of the city, she desired that "want versus need" be considered. She questioned whether the program should be located at Westmount School, and the impact on students if the program was delayed one year, i.e. would overcrowding result at Westdale. She believed the Board was "operating short on information".

Upon hearing Mrs. Rodgerson's explanation, Mrs. Bishop commented that the intent bears little relationship to the motion and requested

Mrs. Rodgerson to amend the motion for clarity to avoid misinterpretation. Although pleased that Mrs. Rodgerson wanted to involve the community, Mrs. Bishop cited the extremely low numbers of children in the French Immersion program in the east end.

In answer to Mrs. Rodgerson's query, Mr. Stockwell affirmed that there was room at Westdale to accommodate the Grade 8 mountain students.

Miss Cunningham remarked that the location of the secondary program school needed to be decided, i.e. east end of the city, east mountain or both in west end of the city. She suggested that the survey results be requested for March and a school designated at that time. She considered the survey a good idea.

Mr. Jackson voiced puzzlement about the content of the survey, noting that it must be very prescriptive to engineer questions to meet the needs of trustees.

Miss Cunningham suggested that the officials devise questions that would facilitate the operation of this program from a long-term planning view.

As an advocate of this program in favour of choosing a site tonight, Ms. Wilson remarked that failure to determine a mountain site by 1991 12 31 as stipulated in the Accommodation Report, would result in increased scepticism of parents and lost credibility to the Board.

When Mr. Darby queried if there was time to tabulate the results of the survey and open a school in September, Mr. Rielly responded that a major questionnaire would conflict with the anticipated school opening in September because of its impact on the circulation of option sheets.

Mrs. Mason, noting there were enough students living close to Westmount to make the program viable, urged that the motion be decided.

Mr. Stewart asked for further information about option sheets.

Mr. Stockwell explained that the option selection process starts towards the end of January with counselling and discussion of programs with elementary students, followed by an opportunity for students to visit secondary schools. Final selection of courses occurs during February when the information is submitted and tabulated, with timetabling of schools commencing in March.

Mr. Stewart stated he did not believe this was a matter of delaying, but is a matter of making the right choice and if information is lacking, the right choice cannot be made. He questioned whether the wording of the motion actually states whether this decision should be delayed.

As Chair, Mrs. Hill replied that it did not and read the motion.

Moved in amendment by Mr. Stewart:

That the information from the survey be used to determine the location of the French Immersion mountain high school for September, 1992.

When Mr. Korz queried the direction of the Chair following consideration of these motions, Mrs. Hill replied that it would depend on the motions being passed, but she would rule that it would require two-thirds majority to be dealt with tonight.

Mrs. Rodgers indicated her support for Mr. Stewart's amendment, stating she was not opposed to a site for September, 1992. However, she did want time and consideration to be given to the people affected.

A suggestion was made to include the students who are located at the sites identified.

Mr. Desmarais commented that as it was a decision of the June Board that a site be established, he maintained that a two-thirds majority of the full Board was needed to rescind the motion.

Mrs. Hill concurred with Mr. Hicks that if the amendment passes, it would be in opposition to the Director's comments that a program could not be established for September.

Mr. Hicks questioned the acceptance of the amendment if it was not possible. As the mountain Superintendents chose 1991 12 31 deadline to build in appropriate planning time for the program and staffing, Mr. Hicks was not comfortable with shortened time lines.

When Canon Rogers remarked that the motion was out of order according to Rule 66, Mrs. Hill clarified that 48 hour's notice was not needed.

When Mrs. Lowe asked whether it was possible to conduct the survey and still open the school for September if this motion passed, Mr. Stockwell stated that it would be difficult to do, but considered it possible.

Mrs. Bishop then challenged the Chair's acceptance of this amendment for the following reasons: a) the Board has a process that has been agreed to, b) this matter was brought to the Board for information, c) not in our purview, process has been debated.

In calling for a vote on the challenge, Mrs. Hill remarked her belief that she made an error in accepting the amendment.

The challenge was LOST.

The amendment was put to a vote and was CARRIED.

When Mr. Stewart asked if the Superintendents of School would be automatically be involved in the survey process, Mrs. Hill expressed her agreement with that direction.

The motion as amended was put to a vote and was CARRIED.

It was agreed:

That the Report from the Accommodation Committee regarding a site for a French Immersion Program in a Secondary School be received for information.

**b) Amalgamation of
Crestwood/Caledon**

Introducing the report, Mr. Binns thanked everyone involved in this study. Mrs. Nicholls reviewed Program Requirements for the 90's prior to Ms. Gillie's summary of the advantages and disadvantages of implementing and amalgamating the program at each site. The report concluded that either site would require modifications to support program and enrolment needs. In detailing the implications and costs, Mrs. Nicholls requested that the figure of \$372,000 on page 17 be changed to \$317,000.

When Mr. Mulholland indicated he was prepared to make a motion to maintain segregated vocational schools, Mrs. Hill requested the opportunity for trustees to ask questions of the report prior to recognizing his motion.

Mr. Korz was advised that there was no allocation in the Proforma Budget for this item as it is a 1993 budget item.

Canon Rogers expressed his support for the report recommendations and its direction to provide a co-education facility with a wide selection of courses geared to meet the needs of these students.

Responding to Mrs. Bishop, Mrs. Nicholls explained that the concept of a "broader clientele" is the provision of services to more than vocational students, i.e. composite students accessing programs that compliment their studies. At Mrs. Bishop's request, she was informed that approximately 70 of the 195 students at these schools would be classified as adults.

Recalling that one of the reasons Parkdale became a co-educational facility was the option of the segregated environments at Crestwood and Caledon Schools, Mr. Stewart opposed the report recommendation.

While Trustees Mason and Rodgeron wondered about the receptiveness of the female students (some of whom have been abused) to the proposed integration of the two schools, Mr. Lowrey, Principal, Caledon, indicated that many of their fears related to adult men rather than to boys. He noted their enjoyment of the social activities between the two schools and their desire to utilize the technical training available at Crestwood School.

When references were made to enrolment predictions, bullet 5 on page 17, Mrs. Nicholls clarified that this was not based on hard fact, but experience. She predicted that this program, left in isolation and not "aligned with 90's programming", would become less attractive with the resulting reduction in enrolment. Further she also emphasized that, regardless of the decision tonight, this program will require adjustment.

Ms. Gillie explained to Mr. Allen the expected changes in programming related to "old technologies", i.e. many aspects of small engines and machines. In response to his query whether data

was available to indicate the girls in Parkview are better educated than those in the segregated school, Mr. Shewfelt replied in the negative, however he did note the Ministry's direction toward co-educational vocational programs.

Miss Cunningham supported Mr. Stewart's stance on the importance of maintaining an optional segregated environment. She noted the cost involved to amalgamate one or the other of these schools (\$4.1 million versus \$3.8 million). She believes vocational schools are an important aspect within our system and was impressed that these students were more readily employed than graduating composite students. She was prepared to support Mr. Mulholland's motion.

Relative to a discussion on costs, Mr. Shewfelt remarked, that depending on market conditions the conversion, with interest, would total approximately \$8 million. He added that a \$250,000 grant under the Technology Update Program will provide some offset of expenditures, and that although \$3.6 million has been included in the Capital Expenditure Forecast for this project, he was not optimistic that this funding would be forthcoming.

In the event that amalgamation of these schools did not occur, Mrs. Bishop queried the cost of renovations needed to update the schools.

Within the task of studying amalgamation, Mrs. Nicholls advised that costs of maintaining two independent schools had not been considered, but she anticipated it would include upgraded program and equipment needs. However, she was unable to provide such an estimate.

Mr. Mulholland, in reviewing his rationale for a motion opposing a co-educational school, questioned the reason for this amalgamation and the costs involved. He noted that Parkview School programming is a broad based co-ed program which involved minimal costs of \$250,000 to initiate. He agreed neither of the schools has the capacity to accommodate one program and considered that the proposed co-ed programs listed under Services, Transportation and Construction and Academic subjects, are currently available at one or the other of these schools. He suggested that, through creative timetabling and use of both schools, there was room to incorporate an English as A Second Language Program, a Phoenix program or an area office. He asked trustees to question why 30% of the population of Caledon School chose that school over their neighbourhood school. Under the amalgamation proposal, he questioned why the vocational principal would be excluded rather than the bi- or tri-level concept in place at Delta and raised a concern about a vocational school with a large number of students. In conclusion, Mr. Mulholland recalled the Ontario Tech Co-ordinators' concern about the reduced number of vocational schools and their public statements that they meet the needs of students requiring technological skills.

Moved by Mr. Mulholland:

That the following recommendations regarding the Accommodation Committee's report on the amalgamation of Caledon and Crestwood Schools be approved:

(i) That Caledon School remain a girl's Vocational Secondary facility,

(ii) That Crestwood School remain a boy's Vocational Secondary facility,

(iii) That the administration of Caledon and Crestwood Schools schedule timetables in a way to allow students attending these schools access to programs offered at both schools.

In rebuttal to Mr. Mulholland's arguments, Mrs. Bishop noted that this study was conducted in response to budget discussions to reduce expenditures. While citing the high annual costs to educate these students, she remarked that with an enrolment below 200 students (comprised of a large number of adults), closure be considered. She believed the report suggests an innovative way to update the technology program while recouping savings through closure of one school. She stated her desire to see a cost benefit analysis regarding the cost of the program.

Mrs. Rodgerson remarked on the irony of trustees considering a \$4 million budget increase as budget deliberations contemplate a \$13 million reduction.

Mr. Korz was also supportive of a segregated option, noting that many programs, in particular Special Education, service the needs of a small population of students. He added that students at Caledon and Crestwood, in a campus concept, attend nearby composite schools for some courses.

Believing the Hamilton Board was large enough to accommodate different modes of delivery, Dr. Johnston urged that these schools continue to operate with segregated populations. Further, in view of financial considerations, Dr. Johnston opposed the amalgamation this year.

Mr. Allen, referring to comments that bullet 5 on page 17 is not based on "hard facts", was sympathetic to concerns arising out of experience. He agreed that changes in environment could be fraught with discouragement for individuals and lead to the departure of students from system.

Ms. Orban queried whether the issue was a) academic/therapeutic environment of the school, b) current technology and programs or c) finance.

When Mr. Mulholland stated his assumption that this report was an accommodation matter, Ms. Orban remarked the difficulty in making a judgment based strictly on accommodation as there were other issues to understand in this concept.

In summation, Mr. Mulholland expressed his desire to continue with campus-concept, vocational schools and the alternative programming they provide for these students. Referring to comments regarding small student populations, he remarked that these figures apply to the elementary school closure policy and that a small student population is beneficial to vocational programs.

A recorded vote was requested and the motion was put to a vote and **CARRIED** with Trustees Wilson, Mason, Johnston, Allen, Stewart, Darby, Orban, Rodgerson, Desmarais, Mulholland, Korz, Hicks and Cunningham in favour and Trustees Bishop and Rogers opposed.

It was agreed:

That the Report from the Accommodation Committee on the Amalgamation of Crestwood/Caledon be received for information.

**Report of the
Asbestos Response
Team**

Mr. Orlando presented and reviewed the report and recommendations.

In response to Mr. Hicks' query, Mr. Orlando stated that extension of asbestos management has been incorporated into the general management plan.

When Mr. Hicks asked regarding the possibility of reducing the team staff to realize savings on this year's budget, Mr. Orlando admitted that while projects are being phased over longer periods of time, downsizing of staff would impact on work being done in connection with the renovation program.

Mr. Hicks explained that he was attempting to reduce totals for 1992 (\$1.5 million) and find more flexibility, (i.e. February rather than June for the current structure of the team). When he suggested accepting this later, Mrs. Hill suggested removing the words "until June 30, 1992" in the report's motion, but Mr. Hicks maintained the need for another full report including the possibility of downsizing.

Based on daily asbestos jobs and the work related to renovations, Mr. Stockwell replied that continuing the team on the same basis provided a compromise as there was a need for the Asbestos Response team to continue, without resulting in the appointment of permanent positions.

Mr. Hicks was agreeable to leaving recommendation #1 on the understanding that the minutes reflect a desire for flexibility in major projects for budget discussion.

Mr. Mulholland then inquired regarding asbestos funding to which Mr. Shewfelt responded that in the years 1992 to 1997, \$6.4 million in expenditures is projected. For the years 1991 through 1994, approval was received in the amount of \$5.8 million at the grant rate of 65%. Approval was not received for forecasted expenditures of \$1.5 million in 1995 and \$2 million in 1996. Present plans indicate a need to finance this shortfall.

Moved by Canon Rogers:

That the following recommendations from the Report of the Asbestos Response Team be approved:

a) That the Asbestos Response Team continue its current reporting structure and organization until 1992 06 30.

b) That a further report be made in June of 1992.

CARRIED.

Update on the Impact
of Pooling of
Commercial Assessment

The report was presented and reviewed by Ms. D. Dawson, Acting Manager Special Projects/Audit/Assessment.

Moved by Dr. Johnston:

That the Report re Update on the Impact of Pooling of Commercial Assessment be received for information.

Ms. Dawson affirmed for Mr. Allen that \$922,091 is a firm figure, not affected by the 65% grant factor.

In response to Miss Cunningham, Mr. Shewfelt explained that interpretation of the legislation indicates that in the years 1990 to 1995 inclusive, "while our base is being eroded", the Board will receive special compensation grants. The Ministry's intent is that by the end of this six-year period, Boards will have downsized their operations to take into consideration their reduced tax base. Citing the difficulty of this mandate, Mr. Shewfelt urged recognition of the need to set funds in a reserve.

The motion was put to a vote and was CARRIED.

NEW BUSINESS:
Reconstitution of
Ad-Hoc Committees

Moved by Ms. Wilson:

That the Transportation Committee be reconstituted for 1992 to consist of five members appointed by the Chairman of the Board and that the mandate of the committee be to review:

- a) the correspondence re transportation for gifted secondary students - east of Wentworth Street and
- b) the impact of the Ministry's reduction in transportation grants.

When Mr. Hicks questioned whether the Ministry's reduction in transportation grants would include double busing, Mrs. Hill agreed that the minutes would reflect that direction.

Miss Cunningham clarified that ad-hoc committees would only meet if discussions had budget implications.

The motion was put to a vote and was CARRIED.

Moved by Dr. Johnston:

That the Aids Policy Committee be reconstituted for 1992 to consist of five members appointed by the Chairman of the Board and that the mandate of the committee be to:

a) review current practices at least on an annual basis and assess the need for the revision of policies in line with current developments in the medical/legal communities while maintaining a close liaison with the medical officer of health in evaluating all new information with respect to AIDS/HIV.

b) prepare a comprehensive AIDS policy for our school system including:

- a policy statement
- a communication plan and
- an in-service plan

for presentation to the Operations Management Committee.

CARRIED.

Membership of the
Special Education
Advisory Committee

Moved by Mrs. Bishop:

That the following recommendations relative to representatives of Community Organizations serving on the Special Education Advisory Committee be approved:

(a) That the following representatives from Community Organizations be appointed as members to the Special Education Advisory Committee, for a period of three years, effective 1991 12 01 to 1994 11 30:

NAME	ASSOCIATION
Ms. Sophie Dennis	About FACE
Dr. Giancarlo Mason	Association for Bright Children
Mrs. Sylvia Trott	Association for Children & Adults with Learning Disabilities
Mrs. Trudy Howard	Canadian National Institute for the Blind
Mrs. Frances Oommen	Down's Syndrome Association
Mr. Brian Parks	Hamilton and District Parents of Disabled Children
Miss Nalda Dalziel	Hamilton and District Society for Disabled Children
Dr. Dan Marshall	Hamilton Association for Community Living
Mrs. Eva Riis-Culver	Hamilton Council for Home and School
Mr. Ian Adamson	Ontario Society of Autistic Citizens, Hamilton Wentworth Chapter

(b) That the following Additional Members be appointed to the Special Education Advisory Committee for a period of three years, effective 1991 12 01 to 1994 11 30:

Miss Geraldine Schram	Augmentative Communications Collective
Mrs. Ruby Krueger	Hamilton Wentworth Home Care Program
Dr. Jeffers Toby	Ontario Psychological Association

(c) The following Non-voting Community Representative be appointed to the Special Education Advisory Committee for a period of three years, effective 1991 12 01 to 1994 11 30:

Dr. Philomena Newberry Chedoke-McMaster Hospitals

It was agreed that as Clause (c) involved a non-voting position, it would not be included in the motion.

Clauses (a) and (b) were put to a vote and were CARRIED.

Interim Financial
Status Report

Mr. Rutledge presented the report.

Moved by Canon Rogers:

That the Interim Financial Status Report to the end of 1991 10 31 be received for information. CARRIED.

1991 Forecast of
Expenditures and
Revenues

Mr. Sage, Acting Budget Manager, presented the forecast with a projected operating surplus of \$4,050,000 at 1991 12 31.

Moved by Miss Cunningham:

That the 1991 Forecast of Expenditures and Revenues be received for information.

Citing the initiatives that resulted in the surplus, Miss Cunningham thanked all those involved, particularly the Finance Department.

The motion was put to a vote and was CARRIED.

Mr. Shewfelt remarked that should this surplus projection be realized, he anticipates bringing a proposal for budget deliberations with respect to a Mill Rate Stabilization Reserve.

Capital Projects to
be Debentured

Ms. I. Polidori, Manager, Accounting, presented and reviewed the report.

Moved by Mr. Stewart:

That the following recommendations regarding debentures for renovations at Memorial, Hillsdale and Hill Park Schools, at an estimated cost of \$3,000,000, be approved:

a) THAT PURSUANT to the provisions of Part VIII, Section 208, sub-section 2, of the Education Act, the Superintendent of Finance and Treasurer be authorized to make application to the Ontario Municipal Board for approval to issue debentures for the estimated net cost of these projects on Appendix A for a period not to exceed twenty (20) years.

b) THAT THE Superintendent of Finance and Treasurer be authorized to make application to the Regional Municipality of Hamilton-Wentworth to issue debentures for the estimated net cost of these projects on Appendix A for a period not to exceed twenty (20) years.

Mr. Rutledge explained the second "note" on page 38, stating that as the Plant Department had moved these projects forward, they required debenturing.

The motion was put to a vote and was CARRIED.

Capital Expenditure
Multi-Year Forecast:
1992

In presenting this report, Mr. Rutledge explained that this report outlines requests for capital allocations for the years 1993 to 1997. Given the previous discussion regarding Crestwood and Caledon Schools, Mr. Rutledge requested that the report be amended to delete Items 8a and 8b.

As a result of concerns raised by Mr. Stewart about the possibility of a middle school program in Queen Mary School, it was agreed to amend the figures submitted in Project 1 relative to a new JK-5 school (to replace or modify Queen Mary School) to reflect the cost of a JK - 8 school.

Moved by Mr. Korz:

That the Capital Expenditure Multi-Year Forecast: 1992, Allocations for 1993 to 1997 be approved as amended. CARRIED.

Following a dialogue resulting from the lateness of the hour and the number of items remaining on the agenda for discussion, it was

Moved by Mr. Korz:

That the remaining items on the December Operations Management Agenda be placed on the January Operations Management Committee Agenda with the following exceptions:

- a) Report re Sale of Portion of Ainslie Wood School Property (General)
- b) Recommendations of the Director of Education (Elementary/Secondary)

The question was called and the motion was put to a vote and was CARRIED.

Moved by Dr. Johnston:

That this committee continue to sit past 23:00 hours to deal with the two aforementioned items. CARRIED.

Report re Sale of
Portion of Ainslie
Wood School Property

Moved by Mrs. Bishop:

That the following recommendations from the Report re Sale of Portion of Ainslie Wood Property be approved:

a) That the Board sell to the Regional Municipality of Hamilton-Wentworth a strip of land from our Ainslie Wood School property for roadway purposes, an area of approximately 3256.2 square feet at market value of \$14,950.00 and that the proceeds realized from the sale be placed in Capital Reserves, and

b) That the landscaping, paving, widening of entrance way and legal fees be completed at no cost to the Board. CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:
Recommendations of
the Director of
Education

Moved by Miss Cunningham:

That the recommendations of the Director of Education be approved as presented.

Mr. Stewart asked regarding the status of the new student trip waivers.

Mr. Stockwell replied that a revised form is being prepared following a meeting with Mr. Gordon, the Board's solicitor, and is expected to be ready for use in January. Before permitting students on a school trip requiring supplementary insurance, Schools have been advised that students must purchase supplementary insurance.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

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25071	BLACK/NOIR	BG2507
25072	BLUE/BLEU	BU2507
25073	R. BLUE/BLEU R.	BB2507
25074	GREY/GRIS	BD2507
25075	GREEN/VERT	BP2507
25077	TANGERINE	BA2507
25078	RED/ROUGE	BF2507
25079	X. RED/ROUGE X.	BX2507

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